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REPORT OF THE LIBRARIAN
FOR THE YEAR 1932-1933

TO THE PRESIDENT AND THE BOARD OF TRUSTEES
OF THE UNIVERSITY OF REDLANDS

GENTLEMEN:- I have the honor to present the report of the Library for the year 1932-1933.

The Library has been kept open in term time from 7:30 a.m. to 9 p.m. on class days, from 8 a.m. to 6 p.m. on Saturdays; during the summer session from 7:30 a.m. to 5 p.m. class days, 8 a.m. to 12 m. Saturdays; during the vacation periods from 8 a.m. to 12 m. closed Sundays and Holidays.

Additions

There have been added to the shelves during the year 4400 volumes; an increase of 1231 over last year. Of these additions 525 were purchases [last year 2870], 3294 gifts [last year 613], 318 added by binding [last year 486], and 263 government documents.
For accession statistics see appended sheets nos. 1-4.

Magazines

There are 300 current periodicals regularly received.
For list see appended sheet no. 5.

Gifts

Friends of the University have been generous in their gifts this year - as in previous years. Space does not permit of the enumeration of all gifts as recorded in the accession records - the following are especially worthy of notice:

From the library of our late beloved President Dr. Victor LeRoy Duke - through Mrs. Duke - 200 volumes including a complete file of the La Letra.

From Mrs. John Edwin Scott of Pasadena 1553 volumes from the library of the late Dr. M. A. Honline.

From Rev. F.L.Blowers of San Diego his library of 500 volumes - 175 volumes were accessioned the others were duplicates to our collection and were passed on to other libraries and ministerial students.

From Mrs. Edgar Baruch of Los Angeles the Chemical Library of her late husband Mr. Edgar Baruch consisting of 40 bound volumes and 255 volumes of unbound magazines.

From the Carnegie Foundation for the advancement of teaching 22 volumes.

In behalf of the University I wish to acknowledge other gifts as listed on appended sheet no. 6.

THE LIBRARY OF THE
JUN 25 1951
UNIVERSITY OF ILLINOIS

REPORT OF THE LIBRARIAN
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TO THE PRESIDENT AND THE BOARD OF TRUSTEES
OF THE UNIVERSITY OF REDLANDS

GENTLEMEN:- I have the honor to present the report of the Library for the year 1933-1934.

The Library has been kept open in term time from 7:30 a.m. to 9 p.m. on school days, from 8 a.m. to 6 p.m. on Saturdays, during the summer session from 7:30 a.m. to 5 p.m. on school days, 8 a.m. to 12 m. Saturdays; during the vacation periods from 8 a.m. to 12 m. closed Sundays and Holidays.

There have been added to the shelves during the year 1400 volumes; an increase of 1271 over last year. Of this addition 565 were purchases [last year 2270], 97 were gifts [last year 813], 718 added by binding [last year 458], and 62 government documents.

For accession statistics see appended sheets nos. 1-4.

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From the Library of our late beloved President Dr. Victor Lefevre Boss - through Mrs. Boss - 200 volumes including a complete file of the La Lotus.

From Mrs. John Edwin Scott of Pasadena 1800 volumes from the Library of the late Dr. M. A. Hopkins.

From Rev. T. L. Flowers of San Diego the Library of 500 volumes - 178 volumes were accessioned the others were duplicates to our collection and were passed on to other libraries and miscellaneous students.

From Mrs. Edgar Barnch of Los Angeles, the Chemical Library of Professor Dr. Edgar Barnch consisting of 40 bound volumes and 258 volumes of unbound magazines.

From the Carnegie Foundation for the advancement of teaching 22 volumes.

In behalf of the University I wish to acknowledge these gifts as listed on appended sheet no. 6.

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1932/33

Library Committee The Library Committee has held three meetings. At the January meeting Dr. Duke was authorized to make application to the Library of Congress - through Hon. Samuel Collins to have the University of Redlands Library made a depository for government documents. No word has been received as yet.

Conferences Representatives from the staff have attended the three conferences of the Association of College and University Librarians of Southern California.

Inter-Library Loan Through the courtesy of the Redlands Public Library 177 books have been borrowed to supplement the collateral reading courses. From the following libraries books have also been borrowed: The State Library 1; The Library of the University of California 7; Stanford University Library 5; The Los Angeles Public Library 25; Yale University 1.

Freshman Week The usual introduction of the Freshmen to the Library during Freshman Week was this year in charge of the library staff. Each freshman was registered as he entered the building and then directed to some other member of the staff, who conducted a small group, locating and explaining the use of the more important tools; such as the card catalogue, indexes, guides, reserve books, stacks, etc.

Accomplishments Miss Helen Smith '32 was given instruction in library work by your librarian for which she gave two months work on the Lincoln Library during the summer of 1932. This made it possible to complete the work on the Lincoln Library before fall, when the work on the Honline Library began.

This year has been an active and important one for the library. On account of the large number of gifts and the amount of government material sent from Washington - through the efforts of Hon. Phil D. Swing - more material has been added to the shelves this year than during any previous year.

The time of the Order Department has been occupied with the checking of the titles of all gifts for duplications, ordering of Library of Congress cards and the accessioning of all additions. The Basic List of Books for College Libraries gotten out by the Carnegie Corporation of New York has been carefully checked. From it lists have been made covering the needs of each department. Each professor has been given the list covering his field, which will be useful as a guide to book selection for years to come.

For a report from the Catalogue Department see appended sheet no. 8.

The service rendered by the assistants at the loan desk can not all be reported in figures. It includes such varied duties as answering questions, helping students and faculty members in the use of the card catalogue and printed indexes, etc.

For circulation statistics see appended sheets no. 9.

Fines Miss Ruth Tavelli has assisted with the keeping of the record of overdue books. This year the students have paid about $500. in fines.

Student Staff For other members of the student staff see appended sheet no. 7.

25 Jan 1933 Yale 1932/33, 1935/36, 1937/38-1939/40

The Library Committee has held three meetings.

At the January meeting Mr. Doig was authorized to make applications to the Library of Congress - through Hon. Samuel Collins to have the University of Hawaiian Library made a depository for government documents. No word has been received as yet.

Lower entrances from the staff have stopped the terse conferences of the Association of Colleges in University Libraries of Southern California.

Through the courtesy of the Hawaiian Public Library 127 books have been borrowed to supplement the collateral reading courses. From the following libraries books have also been borrowed: The State Library 1; The Library of the University of California 7; Stanford University Library 5; The Los Angeles Public Library 23; Yale University 1.

The usual introduction of the freshmen to the library during freshman week was this year in charge of the library staff. Each freshman was relieved as he enter Hyde Building and then directed to some other member of the staff, who conducted a small group, looking and explaining the use of the more important tools, such as the card catalogue, indexes, guides, reserve books, atlases, etc.

Miss Helen Walsh '30 was given instruction in library work by your librarian for which she gave two months work at the Lincoln Library during the summer of 1929. This made it possible to complete the work on the Lincoln Library before fall, when the work on the Hawaiian Library began.

This year has been an active and important one for the Library. On account of the large number of gifts and the amount of government material sent from Washington - through the efforts of Hon. Phil D. Swing - more material has been added to the shelves this year than during any previous year.

The time of the Library Committee has been taken up with the checking of the titles of all gifts for the Library, operating of Library of Congress cards and the accessioning of all additions. The Basic List of Books for College Libraries supplied by the Carnegie Corporation of New York has been carefully checked. From it lists have been made covering the needs of each department. Each professor has been given the list covering his field, which will be useful as a guide to book selection for years to come.

For a report from the Cataloging Department see appended sheet no. 3.

The service rendered by the staff totals at the loan desk can not all be reported in figures. It includes such varied duties as answering questions, helping students and faculty members in the use of the card catalogue and various indexes, etc.

For circulation statistics see appended sheet no. 4.

Miss Ruth Tavelli has assisted with the keeping of the reserve and overdue books. Her year the student assistants have put about 2000. in fines.

For other members of the student staff see appended sheet no. 5.

Needs

The Library Committee in making a substantial saving in their askings for the coming year have kept in mind that maintenance costs should not be reduced below a point where resulting deterioration would necessitate ultimately greater outlay than the original cost, (e.g.-our binding of back files of magazines has heretofore been maintained at a high level - curtailment of binding has been adopted as a temporary policy).

For needs of the coming year see appended sheet no. 10.

Adjustment

Six months ago Dr. Duke made clear the necessity of adjusting our work to a long-term economic condition with no damage to efficiency. In thinking of an emergency that may last over the decision of more than one year he suggested that students be made ready to carry on the work of Mrs. Carlson, who will be leaving in June.

We are able to meet this difficult situation by the excellent spirit of the staff - both new and old - in their willingness to prepare themselves to undertake greater responsibilities and to assist in the training of the eight new students - to enter into a program next year of efficiency, economy and careful application of duties.

Appreciation Dr. Duke

The death of our President, Dr. Victor LeRoy Duke, which occurred on March 3, 1933, was not only a great loss to the Library but a personal grief to all the members of the staff. For more than seventeen years he has conducted the affairs of the Library with wisdom and kindness. To all members of the staff - down through the years - he has endeared himself in no ordinary degree.

Now that he can look backward and forward and envision an endless succession of his students pushing forward the boundaries of understanding, and enriching human life by aiding in the cultivation of truth and beauty, he must feel that he has accomplished the aim which he set before himself.

Our aim is to have the vision and willingness to hold to the high purpose which he has set for us.

Acknowledgments

May I close my annual report with an expression of appreciation of the faithful work done by my assistants and tender my sincere thanks and appreciation to the Library Committee, the Administration, The other members of the Faculty and the Board of Trustees for their co-operation and confidence, and thank the Board for the appropriations which in turn have made possible the success of the work accomplished this year.

Respectfully submitted,

Eleanor A. Symmes,
Librarian.

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For needs of the coming year see appended chart no. 10.

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Respectfully submitted,

Eleanor A. Symmes,
Librarian.

ACCESSIONS

Volumes accessioned June 1, 1932.....	36650
Volumes added by gifts.....	7294
Volumes added by purchase.....	525
Volumes added by binding.....	318
Government Documents added.....	263
Total number added.....	4400
Total number accessioned, June 1,1933.	41050

Pamphlets

Number pamphlets on hand June 1, 1932.....	4964
Number pamphlets added.....	100
Total number pamphlets, June 1, 1933.....	5064

ACCESSIONS

Volumes accessioned June 1, 1972 72020

Volumes added by gift 1194

Volumes added by purchase 308

Volumes added by binding 312

Government documents added 302

Total number added 4430

Total number volumes added, June 1, 1972 412020

Pamphlets

Number pamphlets on hand June 1, 1972 6084

Number pamphlets added 103

Total number pamphlets, June 1, 1972 6184

NUMBER OF BOOKS ADDED IN EACH CLASS
May 1, 1932 - April 30, 1933

Dewey decimal classification number	Name of class		
000	General works - encyclopedias, yearbooks, journalism, etc.	30	
100	Philosophy, psychology, etc.	141	
200	Religion, Bible, etc.	741	
300	Sociology, economics, education, etc.	754	
400	Philology	13	
500	Science: physics, chemistry, biology, mathematics, etc.	255	
600	Useful arts	69	
700	Fine arts - music, drawing, etc.	14	
800	Literature: American, English, French, German, Spanish, etc.	487	
900	History, travel, biography, etc.	1130	
			3634

NUMBER OF BOOKS ADDED IN EACH CLASS
May 1, 1932 - April 30, 1933

Dewey decimal classification number	Name of class	
000	General works - encyclopedias, yearbooks, journalism, etc.	10
100	Philosophy, psychology, etc.	141
200	Religion, Bible, etc.	741
300	Sociology, economics, education, etc.	764
400	Philology	13
500	Science: physics, chemistry, biology, mathematics, etc.	255
600	Useful arts	89
700	Fine arts - music, drawing, etc.	14
800	Literature: American, English, French, German, Spanish, etc.	487
900	History, travel, biography, etc.	1139

NUMBER OF BOOKS ADDED IN EACH CLASS
May 1, 1922 - April 30, 1923.

Dewey decimal classification number	Name of class	Government documents	Lincoln library	Honline library	General	Total
000	General works - encyclopedias, yearbooks, journalism, etc.			17	13	30
100	Philosophy, psychology, etc.		1	81	59	141
200	Religion, Bible, etc.		5	538	198	741
300	Sociology, economics, education, etc.	449	11	171	123	754
400	Philology				13	13
500	Science: physics, chemistry, biology, mathematics, etc.	102		63	90	255
600	Useful arts	41		5	23	69
700	Fine arts - music, drawing, etc.			1	13	14
800	Literature: American, English, French, German, Spanish, etc.		110	58	319	487
900	History, travel, biography etc.	49	391	386	304	1110
	Total	541	518	1320	1295	3674

TOTAL NUMBER OF BOOKS IN EACH CLA SS
May 1, 1952 - A pril 30,1953

Dewey decimal cla s ificatica.

000	General works - encyclopedias, yearbooks, journalism, etc.	618
100	Philosophy, psychology, etc.	1321
200	Religion, Bible, etc.	3769
300	Sociology, economics, education, etc.	5812
400	Philology	927
500	Science: physics, chemistry, biology mathematics, etc.	2494
600	Useful arts	1066
700	Fine A rts: Music, drawing, etc.	890
800	Literature: A merican, English, French, Spanish, German, etc.	10031
900	History, travel biography, etc.	5789

June 1, 1933

The following table shows the number of volumes added to the library during each of the years as indicated by dates.

YEAR	NUMBER OF BOOKS ADDED.
1912-1913	218
1913-1914	376
1914-1915	660
1915-1916	505
1916-1917	351
1917-1918	186
1918-1919	304
1919-1920	833
1920-1921	1071
1921-1922	981
1922-1923	1200
1923-1924	2078
1924-1925	1986
1925-1926	2917 Moved into new bldg.Feb.'2
1926-1927	3204
1927-1928	3422
1928-1929	3529
1929-1930	4007
1930-1931	4331
1931-1932	3169
1932-1933	4400

UNIVERSITY OF REDLANDS LIBRARY

CURRENT MAGAZINES

May 1933

INDEX
a Agricultural Index
b Book Review Digest
c. Catholic Periodical Index
d Dramatic Index
e Educational Index
f Art Index
g Readers' Guide to periodical literature
i Industrial Arts Index
l Index to Legal Periodicals
m Magazine Subject-Index
q Quarterly Cumulative Index Medicus
s International Index.

In-Dex	NAME OF MAGAZINE	SOURCE	PRICE	FREQUENCY
ms	Academy of Political Science, Proceedings	Faxon	4.30	1 vol. in 2 yrs.
bgi	American Academy of Political Science-Annuals	Tilton	5.00	Irregular
e	American Association of University Professors Bulletin	Merrill	Gift	8 issues, omitting June to September
e	American Association of University Women-Journal	Miss Symmes	Gift	Quarterly
	American Chemical Society Chemical Abstracts	Prof. Jones, S.G.		
biq	American Chemical Society-Journal	Prof. Jones, S.G.		Monthly
bg	American City	Faxon	3.90	Monthly
bg	American Economic Review	Tilton	5.00	Quarterly
bgm	American Historical Review	Collins	5.00	Quarterly
	American Issue	Publisher	Gift	Fortnightly
m	American Journal of Botany	Moore	7.00	10 issues, omitting August & September
ms	American Journal of International Law	Faxon	4.50	Quarterly
s	American Journal of Philology	Faxon	5.00	Quarterly

Index	NAME OF MAGAZINE	SOURCE	PRICE	FREQUENCY
q	American Journal of Physiology	Faxon	20.00	Monthly
bqs	American Journal of Psychology	Faxon	6.40	Quarterly
bgq	American Journal of Public Health	Moore	5.00	Monthly
bqg	American Journal of Sociology	Carlson	6.00	Irregular
ms	American Labor Legislation Review	Tilton	2.00	Quarterly
m	American Library Association, Bulletin	Symmes	Gift	Monthly
s	American Literature	Faxon	4.00	Quarterly
dg	American Magazine	Faxon	5.50	Monthly
s	American Mathematical Monthly	Alberts	4.00	10 issues, omitting July and August
	American Mathematical Society, Bulletin	Alberts	7.00	Every 2 months
	American Mathematical Society, Transactions	Alberts	6.75	Monthly
dgq	American Mercury	Faxon	4.50	Monthly
sq	American Naturalist	Faxon	4.30	Monthly
	American Organist	Faxon	1.75	Monthly
bms	American Political Science Review	Faxon	5.00	Quarterly
	American Review (Formerly Bookman, N.Y.)	Faxon		Monthly
	American Society For Psychical Research, Journal		Gift	Monthly
s	American Speech	Faxon	2.00	6 issues, Oct. Dec. Feb. Mar. Apr. Aug.
is	American Statistical Asso'n. Journal	Faxon	6.00	Quarterly
a	Annals of Botany	Faxon	6.00	Quarterly

In-dex	NAME OF MAGAZINE	SOURCE	PRICE	FREQUENCY
	Camera Craft	Faxon	1.75	Monthly
e	California Quart rly of Secondary Education		Gift	Quarterly
	Camp Life	Faxon	2.70	9 issues, omitting July, Aug. & Sept.
bi	Chemical & Metallurgical Engineering	Faxon	2.00	Monthly
i	Chemical Reviews	Prof. Jones,	7.00	Every ten months
d	Child Life	see Etude		Monthly
eq	Child Study	Faxon	1.00	10 issues, omitting August & September
bg	Christian Century	Faxon	2.50	Weekly
e	Christian Education	Faxon	1.50	8 issues, omitting July, Aug. & Sept. May-June, double.
	Christian Leader			
Christi		Publisher	Gift	Weekly
	Christian Register		Gift	Weekly
	Christian Review		Gift	Quarterly
	Christian Science Monitor		Gift	Weekly
	Commerce Reports			Weekly
eg	Commonweal	Faxon	4.50	Weekly
	Commonwealth	Tilton	Gift	Weekly
g	Congressional Digest	Faxon	4.76	Monthly
gq	Contemporary Review	Faxon	7.50	Monthly
s.	Co-operation	Faxon	.90	Monthly
b	Crozier Quarterly		Gift	Quarterly
	Cue		Gift	Monthly
bg	Current History	Faxon	2.00 (with Sci.Am.)	Monthly
	Deutsche Echo	Faxon	1.00	Monthly
	Diapson	Faxon	1.25	Monthly
	El Eco	Faxon	1.50	Fortnightly

In-dex	NAME OF MAGAZINE	SOURCE	PRICE	FREQUENCY
	Ecological Monographs	Dr.Abbott	6.00	Quarterly
a	Ecology	Dr. Abbott	4.00	Quarterly
s	Economic Geography	Faxon	5.00	Quarterly
	Editor and Publisher	Faxon	2.00	Weekly
eg	Education	Faxon	1.75	10 issues,omitting July and August
e	Educational Administration & Supervision	Faxon	4.00	9 issues,omitting June,July & August
e	Educational Method	Faxon	2.85	9 issues,omitting July & Aug; Sept.-Oct. double
e	Educational Outlook	Faxon	1.25	4 issues,Nov.to May
e	Educational Record	Faxon	2.00	Quarterly
e	Educational Screen	Faxon	1.75	10 issues, omitting July & August
e	Elementary English Review	Faxon	2.50	10 issues omitting July & August
beg	Elementary School Jour.	Faxon	2.15	10 issues,omitting July & August
i	Engineering & Mining Journal	Faxon	4.00	Fortnightly
e	English Journal,Regular	Faxon		10 issues,omitting
e	English Journal,College	Faxon	1.05	July & August
	Epworth Herald	M.E.Church	Gift	Weekly
dg	Etude	Faxon	4.25 (with Child Life)	Monthly
s	Family	Faxon	1.40	10 issues,omitting August & Sept.
	Far Horizons	Faxon	1.00	Monthly
i	Federal Reserve Bulletin		2.00	Monthly
bgm	Foreign Affairs	Faxon	4.50	Quarterly
s	Foreign Policy Bulletin			
s	Foreign Policy Reports		Gift	Fortnightly
	Forensic	Nichols	Gift	Quarterly

Index	NAME OF MAGAZINE	SOURCE	PRICE	FREQUENCY
g	Fortnightly Review	Faxon	8.00	Forthightly
dg	Forum	Faxon	2.25	Weekly
	Frontier		Gift	Quarterly
e	Grade Teacher	Faxon	1.75	10 issues,omitting July and August
	Handicrafter	Faxon	1.75	Monthly
dgg	Harper's Magazine	Faxon	6.00	Monthly
bi	Harvard Business Review	Faxon	5.00	Quarterly
	Hesperia	Prof.Kyle	Gift	Monthly
s	Hibbert Journal	Faxon	5.25	Quarterly
ms	Hispanic American Historical Review	Faxon	4.00	Quarterly
hem	Historical Outlook	Faxon	1.90	8 issues,omitting June,July,Aug.&Sept.
	Hound and Horn	Faxon	2.00	Quarterly
g	House Beautiful	Faxon	3.00	Monthly
gq	Hygeia	Faxon	2.00	Monthly
s	L'Illustration	Faxon	15.75	Weekly
biq	Industrial & Engineering Chemistry	Prof. Jones,S.G.	15.00 (with Chemical Abstracts)	
e	Instructor	Faxon	2.00	10 issues,omitting July and August
	International Index to Periodicals			
bs	International Journal of Ethics	Faxon	3.60	Quarterly
e	International Journal of Religious Education	Faxon	1.50	11 issues.
qs	Journal of Abnormal & Social Paychology	Faxon	4.90	Quarterly
sq	Journal of Agricultural Research	Faxon	2.25	Fortnightly
qs	Journal of Applied Psychology	Faxon	5.00	Every 2 months

In-dex	NAME OF MAGAZINE	SOURCE	PRICE	FREQUENCY
ca	Journal of Bacteriology	Prof.Moore	7.50	Monthly
q	Journal of Biological Chemistry	Faxon	20.00	Monthly
mi	Journal of Business	Faxon	5.80	Quarterly
ei	Journal of Chemical Education	Faxon	7.00	Monthly
e	Journal of Educational Research	Faxon	2.55	10 issues,omitting July and August
	Journal of Entom logy and Zoology	Faxon	1.90	Quarterly
qs	Journal of Experimental Psychology	Faxon (see Psychol.Rev.)		Every 2 months
e	Journal of Experimental Zoology	Faxon	22.50	8 issues
qs	Journal of General Physiology	Faxon	5.00	Every 2 months
bs	Journal of Geology	Faxon	5.40	8 issues
eq	Journal of Health & Physical Education	Faxon	5.00	10 issues,omitting July and August
r	Journal of Hellenic Studies	Kyle	Gift	
aq	Journal of Heredity	Faxon	3.40	Monthly
e	Journal of Higher Education	Faxon	2.60	9 issues,omitting July,Aug. & Sept.
e	Journal of Juvenile Research	Faxon	1.15	Quarterly
s	Journal of Modern History	Faxon	2.60	Quarterly
hgu	Journal of Philosophy	Faxon	3.50	Fortnightly
g	Journal of Political Economy	Faxon	4.00	Every 2 months
Jour	Journal of So.Calif. Academy of Science	Prof.Moore	2.00	Quarterly
	Journalism Quarterly	Faxon	2.75	Quarterly

In-dex	NAME OF MAGAZINE	SOURCE	PRICE	FREQUENCY
e	Junior College Journal	Faxon	2.85	9 issues, omitting July, Aug. & Sept.
dg	Ladies Home Journal	Faxon	1.00	Monthly
gi	Library Journal	Faxon	4.85	Sept.-June, 2 issues, July & Aug. Monthly
s	Library Quarterly	Faxon	4.50	Quarterly
	Library Review	Faxon	1.90	Quarterly
dg	Literary Digest	Faxon	4.00	Weekly
dg	Living Age	Faxon	5.75	Monthly
s	London Mercury	Faxon	7.40	Monthly
	Le Maitre Phonotique	Faxon	2.10	Quarterly
qs	Mental Hygiene	Faxon	2.50	Quarterly
s	Mind	Faxon	2.30	Quarterly
e	Mind and Body	Faxon	1.90	9 issues
g	Missionary Review of the World	Faxon	1.90	Monthly
	Missions	Faxon	1.15	Monthly
ms	Mississippi River Historical Review	Prof. Collins, dues	5.00	Quarterly
ds	Modern Language Asso'n. of America, Publications	Prof. Hill	Gift	Quarterly
bs	Modern Philology	Faxon	4.50	Quarterly
s	Monist	Faxon	2.90	Quarterly
	Moniteur Franco-American	Faxon	3.00	Monthly
giq	Monthly Labor Review	Faxon	1.50	Monthly
	Musical America	Faxon	2.50	Fortnightly
	Musical Digest	Faxon	3.50	Monthly
Musi	Musical Leader	Faxon	2.50	Weekly
dg	Musical Quarterly	Faxon	2.40	Quarterly
	Musical West	Faxon	1.50	Monthly
bdg	Nation	Faxon (with Survey	8.50	Weekly

Index	NAME OF MAGAZINE	SOURCE	PRICE	FREQUENCY
GE	National Education Association Journal	Dr. Westerberg, dues	2.00	9 issues, omitting Jul. Aug. & Sept.
	National Education Association, Bulletin	Dr. Westerberg, dues	5.00	
gs	National Geographic Mag.	Faxon	3.00	Monthly
s	National Municipal Review	Faxon	5.00	Monthly
g	National Republic	Faxon	1.50	Monthly
e	Nation's Schools	Faxon	2.00	Monthly
g	Nature Magazine	Faxon	2.40	Monthly
bdg	New Outlook (formerly Outlook)	Faxon	5.00	Monthly
	New Phytologist	Faxon	5.00	Monthly
bdg	New Republic	Faxon	5.00	Weekly
e	New Scholasticism	Faxon	3.75	Quarterly
	News Notes of California Libraries	Miss Symmes	Gift	Quarterly
gq	Nineteenth Century and After	Faxon	1.00	Monthly
dgq	North American Review	Faxon	4.00	Monthly
s	Nouvelle Revue Franciase	Faxon	3.10	Monthly
s	Open Court	Faxon	2.50	Monthly
	Open Forum	Publisher	Gift	Weekly
iq	Optical Society of America, Journal	Prof. Marsh, dues.	5.00	Monthly
	Pacific Coast Musician	Faxon	1.50	Weekly
	Pacific Histoirical Review		Gift	Quarterly
e	Peabody Journal of Education	Faxon	1.85	Every 2 Monthes
f	Pencil Points	Faxon	2.25	Monthly
	Personalist	Faxon	1.80	Quarterly
eq	Personnel Journal	Faxon	3.00	Every 2 Months

Index	NAME OF MAGAZINE	SOURCE	PRICE	FREQUENCY
	Le Petit Journal	Faxon	1.25	Fortnightly
s	Philosophical Review	Faxon	4.75	Every 2 Months
i	Physical Review	Prof.Marsh,dues	10.00	Weekly
q	Physiological Reviews	Faxon	6.00	Quarterly
a	Plant Physiology	Prof.Moore	5.00	Quarterly
	Platform World	Faxon	1.50	Monthly
e	Plateen School	Faxon	1.00	Quarterly
	Plumbing & Hearing Contractors Trade Journal	Faxon	1.90	Fortnightly
bg	Poetry	Faxon	2.50	Monthly
bg	Political Science Quarterly	Faxon	5.00	Quarterly
s	Popular Astronomy	Faxon	3.75	10 issues,omitting August & September
i	Power Plant Engineering	Faxon	2.00	Fortnightly
e	Progressive Education	Faxon	2.75	8 issues,omitting June to September
	Protectionist	Tilton	No charge	Quarterly
qs	Psychological Review	Faxon	10.50 (with Journal of Exp.Psy.)	Every 2 Months
g	Publisher's Weekly	Faxon	4.90	Weekly
g	Quarterly Journal of Economics	Faxon	4.00	Quarterly
degq	Quarterly Journal of Speech Education	Faxon	2.40	Quarterly
aq	Quarterly Review of Biology	Faxon	4.50	Quarterly
	Radio Digest	Faxon	1.50	Monthly except July & August
R	Reader's Digest	Faxon	2.75	Monthly
	Reader's Guide to Periodical Literature	Wilson		
g	Recreation	Faxon	1.75	Monthly
e	Religious Education	Faxon	4.90	10 issues,omitting July and August

Index	NAME OF MAGAZINE	SOURCE	PRICE	FREQUENCY
EQ	Research Quarterly	Faxon	(see Jour. of Health)	4 issues, Mar., May, October, December.
e	Review of Educational Research	Dr. Westerberg	4.00	Quarterly
bg	Review of Reviews	Faxon	1.75	Monthly
s	Revue des Deux Mondes	Faxon	6.50	Fortnightly
s	Romanic Review	Faxon	3.50	Quarterly
g	Saturday Evening Post	Faxon	2.00	Weekly
bg	Saturday Review of Literature	Faxon	3.00	Weekly
egq	School and Society	Faxon	4.90	Weekly
ebfg	School Arts Magazine	Faxon	2.85	10 issues, omitting July and August
e	School Executives Magazine	Faxon	2.90	Monthly
eg	School Life	U.S.Govt.	.50	10 issues, omitting July and August
begq	School Review	Faxon	2.40	10 issues, omitting July and August
bgiq	Science	Prof.VanOsdel	5.00	Weekly
	Science Abstracts Sect.A., Physics	Prof.Marsh, dues	9.00	
	Science Abstracts Sect. B.,	Prof.Marsh, dues	9.00	
	Science News Letter	Prof.Marsh, dues	3.00	Weekly
dgiq	Scientific American	Faxon	4.00 (see Current History)	Monthly
gq	Scientific Monthly	Prof.VanOsdel	5.00	Monthly
dgq	Scribner's Magazine	Faxon	4.00	Monthly
	Seismological Society of America, Bulletin	Prof.VanOsdel	3.00	Monthly
s	Sewanee Review	Faxon	2.90	Quarterly
e	Sierra Educational News	Faxon	1.90	10 issues, omitting July and August
s	Social Forces	Faxon	3.75	Quarterly

Index	NAME OF MAGAZINE	SOURCE	PRICE	FREQUENCY
	Social Science	Faxon	1.75	Quarterly
s	Sociology and social Research	Faxon	2.00	Every 2 Months
s	South Atlantic Quarterly	Faxon	2.75	Quarterly
	Southern California Journal of Speech	Prof. Nichols	2.50	Monthly
n	Southwestern Historical Quarterly	Faxon	2.70	Quarterly
	Southwest Review	Faxon	1.75	Quarterly
	Speciality Salesman	Prof.Tilton	Gift	Monthly
	Sportswoman	Faxon	2.25	Monthly
	Strad	Faxon	1.40	Monthly
s	Studies in Philology	Faxon	3.85	Quarterly
s	Sunset	Miss Symmes	Gift	Monthly
bg	Survey Graphic, Midmonthly	Faxon	(see Nation)	Monthly
e	Teachers College Record	Faxon	2.50	8 issues, omitting June-September
	Techne		Gift	Every 2 months
	Technology Review	Faxon	3.40	Monthly
dg	Theatre Arts Monthly	Faxon	4.00	Monthly
	Time	Faxon	6.00 (with Instructor)	Weekly
	Torry Botanical Club, Bulletin	Faxon	5.90	Monthly
	Touring Topics	Miss Symmes	Gift	Monthly
eq	Training School Bulletin	Faxon	1.00	Monthly
gn	Travel	Faxon	3.50	Monthly
	United States Daily	U.S.Govt.		Weekly
	U. of R. Alumnus			
	U. of R. Campus			
e	Vocational Guidance Mag.	Faxon	2.50	8 issues, omitting June-September.

Index	NAME OF MAGAZINE	SOURCE	PRICE	FREQUENCY
	Western Osteopath	Prof. Moore	Gift	Monthly
eg	Wilson Bulletin	Miss Symmes	Gift	Monthly
	World Affairs	Faxon	2.90	Quarterly
	World Affairs Interpretor	Miss Symmes	Gift	Quarterly
bg	World Tomorrow	Faxon	1.75	Monthly
	Yale Divinity News		Gift	Quarterly
bdg	Yale Review	Faxon	3.75	Quarterly

277

Does not include exchanges (23)

277
23
300

GIFTS

From Friends of the University, one or more volumes.

American Bankers' Association, 1 volume
American Baptist Home Mission Society, 1 volume
American Baptist Publications Society, 1 volume.
American School Publishing Corporation, 1 volume.
Association of American Colleges, 1 volume
Atkinson, Mr. Henry A., 1 volume
Baruch, Mrs. Edgar, 60 volumes
Blower, F.L., 175 volumes.
The Book club, 4 volumes
British Library of Information, 2 volumes
Brooks, Miss Minerva, 1 volume
California Society of Secondary education, 1 volume
California, University of--, 1 volume
Carnegie Foundation for Advancement of Teaching, 22 volumes
Carnegie Endowment for International Peace, 2 volumes
Carnegie Hero Fund Commission, 9 volumes
Chaucer Class of 1932, 1 volume
Chicago, University of, School of Commerce & Administration, 1 volume
Chinese Cultural Society, 1 volume
Church of Jesus Christ of Latter Day Saints, 4 volumes
Claremont Colleges Library, Harper Hall, 1 volume
Clock, Mrs. Chas. H. 1 volume
Economics 151, class of 1932-33, Prof. Tilton, 4 volumes
English 54, class of 1932-33, 9 volumes
Federal Council of Churches of Christ in America, 4 volumes
Finland, Consulate General, 1 volume
Freeman, Mr. Ernest R., 1002 volumes Lincolniana, & 168 volumes Miscell.
George Washington Bicentennial Commission, 6 volumes
Goddard, Dwight, 1 volume
Guthrie, Dr. Kenneth S.L., 1 volume
Harlem Book Company, 1 volume
International Industrial Relations Association, 1 volume
Japanese Delegation to the League of Nations, 1 volume
Los Angeles, City of-- Bureau of Engineering, 1 volume
Los Angeles, High School, 1 volume
McCrea, Rev. Tully Foster, 3 volumes
Ministers & Missionaries Benefit Board of the N.B.C. 1 volume
Newton, Mrs. C.C., 68 volumes
North China Union Language School, 4 volumes
Phi Beta Kappa Alumni of Southern California, 2 volumes
Quebec; Provincial tourist bureau, 1 volume
Scott, Mrs. John Edwin, 1553 volumes, (The Honline Library)
Shanghai Bar Association, 1 volume
Smithsonian Institution, 1 volume
Sociology class (I), 1932-1933. Dr. Glen Carlson, 2 volumes
Southern commission on the study of lynching, 1 volume
Steckel, R.E., chief of police, Los Angeles, 1 volume
Turrill, Mr. Gardner., 1 volume
Typewriter Educational Research Bureau, 1 volume
Union Christian College of Korea, 1 volume
United States Government, all depts. 263 volumes

Walker, Rev. & Mrs., (from library of) 1 volume.
Wedell, Mr. P. C., 1 volume.
Weston, Miss Dora, 1 volume.
Whitney, Mr. Richard, Pres. N.Y.Stock Exchange, 2 volumes.
World League Against Alcoholism, 1 volume.
Y.W.C.A. Book Sale of September, 1932. 7 volumes.

From Professors.
Carlson, Dr. Glen E., 2 volumes.
Cragg, Miss Nadine A., 10 volumes.
Cummings, Dr. Seldon W. (library of) 2 volumes.
Duke, Dr. V. L., 2 volumes.
Hill, Miss Edith, 7 volumes.
Jones, S. Guy, 1 volume.
Peeples, Mrs., 1 volume.
Raymer, R. G.Dr., 4 volumes.
Roberts, Dr. R.H., 1 volume.
Sargent, Mrs. A., 5 volumes.

From Students.
Brown, Judson '32, 1 volume.
Clapp, Betty, '34, 1 volume.
Garrell, Robert, '35, 2 volumes.
Hall, Harriett, '35, 1 volume.
Holtom, Gordon, '34, 1 volume.
Page, Dorothy, '32, 2 volumes.
Pearson, Eunice, 1 volume.
Ratun, Joe, '33, 1 volume.
Ray, Jyles, 1 volume.
Riggs, Martha E. '33, 1 volume.
Saywell, Carlton, 1 volume.
Shuman, Robert, '34, 1 volume.
Smith, Marjorie Louise, '31, 2 volumes.
Thompson, Fauvette, '35, 1 volume.
Van Osdel, Boyce, '33, 1 volume.
Van Osdel, Harriet, '35, 1 volume.
Wanless, Emery, '35, 1 volume.

From authors.
Baxter, Garrett, 1 volume.
Bell, Helen G., 1 volume.
Boothe, Viva, 1 volume.
Cromwell, James H. R., 1 volume.
Crothers, George E., 1 volume.
Emerson, Edwin, 1 volume.
Fairburn, W. A., 2 volumes.
Jones, Edward Safford, 1 volume.
Knappen, Theodore Macfarlane, 1 volume.
Newfang, Oscar, 1 volume.
O'Donnell, C. J., 1 volume.
Phillips, Catherine Coffin, 1 volume.
Powell, Lawrence Clark, 1 volume.
Roos, Anna Marie, 1 volume.
Sinclair, Upton, 1 volume.

STUDENT HELP

	Name	Work - type of	Amount earned
Paid from 2,700 and 800 funds	1 Arnold, Miss Helen	Catalogue	138.95
	2 Ary, Miss Helen		50.00
	3 Bristow, Miss Helen	Shelves	35.90
	4 Bristow, Miss Margaret	Order and mail	102.20
	5 Colby, Miss Lois	Typing	132.00
	6 Drexler, Mr. Fred	Shelves	18.00
	7 Gates, Mr. John	Binding	21.00
	8 Glass, Mr. Alfred	Binding	171.05
	9 Harrwood, Miss Lorine	Mending	42.55
	10 Hollon, Mr. Ted	Pamphlets	330.00
	11 Ivy, Miss Ida	Typing	
	12 Noyes, Miss Leona	Typing	71.00
	13 Wirnes, Miss Inez	Catalogue	163.18
	14 Lanham, Mr. Aron	Shelves	103.40
	15 Linsley, Mr. Robert	Checking	21.00
	16 MacAllister, Mr. Samuel	Shelves	17.15
	17 Neal, Mr. Sidney	Accession	198.65
	18 Merriman, Miss Vilma	Desk	248.17
	19 Moserve, Miss Helen	Desk	27.30
	20 Mosher, Miss Thelma	Typing	42.00
	21 Mosher, Mr. Carl	Lettering	18.00
	22 Nelson, Mr. Howard	Binding	35.00
	23 Ove ton, Mr. Lawline	Desk	65.15
	24 Rutherford, Miss Edith	Desk	223.48
	25 Stevens, Miss Dorothy	Typing	38.50
	26 Tavelli, Miss Ruth	Files	140.50
	27 Tavelli, Miss Teresa	Lettering	92.45
	28 Thompson, Mr. Frank	Desk	14.00
	29 Wilson, Miss Ilene	Desk	130.50
	30 Wilt, Miss Ethel	Desk	42.18
Paid from Janitors funds	Lengo, Mr. Clifford	Janitor	

(The above includes an estimate for the period from June 1 to 29)

Report of Catalog Department
May 1, 1932 - April 30, 1933

The work of the Catalog department consists of the classification, cataloging, and processing of all books, pamphlets and government documents after they have been received and accessioned by the Order department; the filing of cards and the caring for the catalog and shelf list; the preparation of periodicals and books for the bindery; and the mending and reinforcing of books and pamphlets.

During the summer of 1932 the Catalog Department was moved from the small work room into the large North basement room, while the Order department was moved into its former quarters. With the large amount of additional space it has been possible for each division of the department to have a definite and separate place for its work, and thus avoiding much of the previous confusion. This has added materially to the efficiency of the workers. A new L.C. Smith typewriter with a special card platen has improved the appearance of the cards typed.

The year just closing has proved a very busy one. More volumes have been cared for than during the previous year, although purchases have been largely curtailed. This has been due to the unusual number of gifts which have been received, and the number of volumes, including government documents, which have accumulated throughout the years. It has been impossible to care for these latter volumes at an earlier date because of an insufficient number of workers.

A method for the checking, classifying and cataloging of government documents and miscellaneous pamphlets has been worked out. The checking record for the documents and continuations has progressed until it is possible to care for many of these valuable tools upon their arrival. Many of the bound volumes have been classified and and cataloged, and many of the pamphlets have been classified and are now available for use. Since the Library has almost completed its file of government document indexes, the care of the above has made available much valuable source material.

The shelf list for periodicals has been revised and condensed until it can, now, be filed in one cabinet drawer. Formerly it required five. A scheme for the better care of the much used periodicals has been devised. They were formerly kept in the stacks with the bound volumes. They are, now, kept back of the Loan desk until they are complete and can be sent to the bindery. There has been a decided decrease in lost copies since this was done. Cards have been made for all the unbound periodicals which are now in the stacks. (These are periodicals which are not to be bound). These cards will be available to the public. Binding record cards have been made for all titles regularly bound. These give the essential information regarding the periodical and its binding. Detailed instructions of the general routine of the care of the periodicals has been worked out and typed.

It is impossible at the present time to give the number of pamphlets which have been cared for this year, otherwise, the statistics which follow indicate the work done by the department during the year.

Respectfully,

[illegible]

Catalog Librarian

Report of Classification and Cataloging (May 1, 1938-April 30, 1947)

BOOKS CLASSIFIED AND CATALOGED:			
Miscellaneous gifts and purchases		1,255 x	
Lincolniana (E. M. Freeman)		518	
Honline library (Mrs. J. E. Scott)		1,320	
Government documents		541	
	Total		3,634
Books recataloged			1,042
	Total		4,676

(x This number includes some government documents, as separate records were not kept for several months)

CARDS FOR CATALOG:			
New books, government documents and recataloged books.		8,325	
Added copies and continuations		531	
Series cards		9	
Pamphlets		1,019	
Analytical cards		919	
Reference cards		333	
	Total		11,136
CARDS FOR SHELF LIST:			
New books, government documents and recataloged books		2,529	
Added copies and continuations		211	
			2,740
CARDS FOR AUTHORITY LIST			2,151
Total cards made and filed			16,227

Report of Binding for the period May 1, 1932 to May 1, 1933

Date of Bill	Insurance	Binding No.	Binding Amount	Rebinding No.	Rebinding Amount	Missing Parts Supplied
May 1, 1932			1.59			
" 20,						1.75
June 1,	.67		236.94		8.36	
July 1,	.26		86.80		1.18	
" 5,			1.59			.55
" 12,	.13		47.94		2.46	
" 21,					4.00	
August 9,			1.59			1.50
9,	.02		4.20			1.80
15,						1.95
Sept. 14,	.04		14.23			2.15
20,			1.40			
20,	.03		22.12			
20			1.40			
Oct. 3						3.10
12			1.59			.35
12	.11		42.69		.59	
Nov. 21						3.00
22	.12		40.91		1.23	
Feb. 14	.18		57.60		10.71	
Mrch. 7	.05		14.82		4.91	
28	.05		11.86		3.64	
Aprl 5						6.80
18	.09		25.00		7.64	
Total	1.75	444	631.06	62	39.37	31.90

THE UNIVERSITY OF REDLANDS LIBRARY

CIRCULATION DEPARTMENT --- ANNUAL REPORT.
May 16, 1933.

To the Librarian:-

I have the honor to present herewith the report of the Circulation Dep rtment for the year May 15, 1932 through May 15, 1933.

During the year 32,808 books have been loaned for home reading. This number includes all 14-day , 3-day, over-night, and desk-books, but not books used within the library building only.

The details of the year's circulation are shown in the following tables, by month, and by class, from May,15, 1932 through May 15, 1933.

Circulation by Months.

May	(15 days)	2091	books
June		1231	"
July		1167	"
August	(no record kept)		
September		1064	"
October		4303	"
November		3747	"
December		2573	"
January		4350	"
February		3382	"
March		4032	"
April		2955	"
May	(15 days)	2013	"
	Total	32,808	"

In considering these monthly totals, it should be remembered that during part of June and all of July, the summer session is in progress when less than one-third of the average student body is using the library. School is not in session during one-half of September and December, and for one week in April.

The month having the largest circulation is January with 4,350 books. The month with the smallest circulation is September with 1,064 books. The average monthly circulation is 2,983 books (11 months).

The circulation by class is given in the next table.

027
R318R
1935/36

Redlands Calif.
LIBRARY OF THE
AMERICAN LIBRARY ASSOCIATION

June 1936

JAN 12 1937

REPORT OF THE LIBRARIAN

1935 - 1936

To the President:-

The Librarian submits the following report of the Library for the year ending June 30, 1936.

Hours

The Library has been kept open during term time from 7:30 a.m. to 9:45 p.m. on class days; from 8 a.m. to 6 p.m. on Saturdays; from 2 p.m. to 5 p.m. (for reading only) on Sundays; during the summer session from 7:30 a.m. to 5.p.m. on class days; 8 a.m. to 12 m. Saturdays; during the intersessions from 8 a.m. to 12 m.; closed holidays.

Additions

There have been added to the shelves during the year 2721 volumes [last year 2014]: Of these additions 1168 were purchases [last year 914], 881 were gifts [last year 432], 211 Government documents [last year 311], 284 added by binding [last year 268], 197 old books on hand [last year 81].

For accession statistics see appended sheets Nos. 1-4.

No. 1- Accessions.

No. 2- Number of books added in each class.

No. 3- Total number of books in each class.

No. 4- Volumes added each year.

Gifts

The outstanding gifts for the year:

From the University of California at Los Angeles 268 Government documents and 1786 Government phamplets.

From Mrs. Gordon Palmer 20 volumes, one oil painting, and a framed (14 in. x 16 in.) collection of Egyptian "mummy cloth" over 3000 years old.

In the name of the University I wish to express our grateful appreciation of these and the gifts as recorded on appended sheet No. 5.

Periodicals

Periodicals to the number of 340 have been regularly received during the year, totalling 5015 issues for which records had to be preserved.

For list see appended sheet No. 6.

Most of these periodicals are bound. They become a valuable addition to the reference collection, as they are adequately indexed in the five indexes now on our subscription list and in the other indexes which will be added as the library grows. The 6,174 bound volumes of magazines provide a good working collection, but there are frequent calls for back files which the library does not have. It would take $50,000.00 to purchase the back volumes recommended by the Carnegie List to complete our files.

THE LIBRARY OF THE
JUN 25 1951
UNIVERSITY OF ILLINOIS

University of Redlands Library

University of Redlands Library 027 R318R 1935/36

Reserved Books

In order that a professor may be safe in requesting a student to consult a certain authority, he places his list of books on reserve. The periond of loan on these books varies from one hour to three days according to the length of the assignment and the number of copies available. This year about 4,000 volumes have been used on the reserve shelves.

For a record of the second semester see appended sheet No. 7

Fines

Notices have been sent out promptly for overdue books, thus keeping the books loaned in useful circulation and in the hands of the students when needed.

This year 2,700 notices have been sent out. The fines have amounted to about ~~$250.00~~ $300.00 (This includes an estimate from May 15th to June 15th.)

Library Instruction

The Freshmen come to the Library in small groups during Freshman week and are given a friendly introduction to Their Library through members of the staff stationed in each department.

This is followed by an elective hour course each week for the rest of the semester, which is given over to the study of such library tools as dictionaries, magazines, indexes, other reference books, the card catalog, etc.

Reference Department

Demands on the reference department have continued to grow. The service rendered to members of the faculty and the student body includes bibliographical helps and suggestions to aid them in their search for information. For the most part, students do their own searching, which is made easier if they have first learned the use of the library by attending the library classes.

Circualtion and Order Department

Since September 1931, most of the $1,800.00 formerly used to pay the salary of the third full time assistant has been applied to the student staff fund, with the understanding that any portion of it may be recalled if the efficiency of the work requires it.

Each year for the past two years we have been fortunate in having on our staff, working part time (gratis for experience) one of our own graduates who was also a library school graduate. (1933-34, Miss Tilton; 1934-35, Miss Dewar.)

This year the work formerly done by the outside assistant has been carried on by three students trained by the Librarian: Miss Jenkins and Mr. Phelps in the circulation department, and Miss Mosher in the order department.

For next year we are hoping that there may be a library school graduate wishing to give part time (gratis) for the experience.

This year there are 49 students on the student staff working at thirty five cents an hour, earning $6624.95. Of this amount, $2747.40 has been paid to twenty students from University funds, and $3877.55 to twenty-nine students from National Youth Administration funds.

For full report see appended sheets Nos. 8 and 9.

University of Redlands Library

Catalogue Department

Over 600 more books were catalogued this year (1919) than last year (2711). Of this number, about 400 represent miscellaneous gifts. A complete inventory with a consistent search for missing books is nearing completion.

For a complete report see appended sheets No. 10.

Library Committee

The Library Committee has held three meetings:
One in the fall to apportion departmental funds.
One in March to apportion the balance of the budget.
One in May to approve the Librarian's report and to make out the new budget to be sent to the Board of Trustees.

Professional Meetings

Members of the library Staff have attended various professional library meetings and conferences. The Conference of College and University Librarians of Southern California held its fall meeting at the University of California at Los Angeles.

Visitors

The University Library has been used not only by students and faculty, but also by visitors from outside organizations. Many members of various historical societies have visitied the Library. On November 11, 1919, the members of the Lincoln Fellowship of Southern California visitied the University and examined our Lincoln collection.

Student Staff

Regular meetings of the student staff have been held on Thursday evenings. At this period problems connected with the functioning of the library have been discussed. In this manner, an effort has been made to attain greater efficiency in the operation of the library. At these meetings, students have also given reports on current books and magazines, in order to be better prepared to serve the students and faculty at the desk.

Objectives

The library's influence has two aspects. One is to stimulate independent reading and study, in order to make the student's undergraduate years of greater value and significance. The second is general and is related to the student's attitudes and activities when his academic career is over. An effort is made to help each student acquire an interest appropriate to his background and vocational future.

Expenditures

For expenditures for this year see appended sheet No. 11.

Needs

For a list of the needs for the coming year see appended sheet No. 12.

May I conclude my annual report with an expression of appreciation for the faithful work done by my assistants, and tender my sincere thanks and appreciation to the Library Committee, the Administration, the members of the Faculty, the President, the Business Manager, and the Board of trustees for their cooperation and confidence, and thank the Board for the appropriations which have made the success of the year possible.

Respectfully submitted,

Eleanor A. Symmes
Librarian

versity of Redlands Library

ACCESSIONS 1935-1936

Volumes accessioned April 30, 1935.....45300

Volumes added by gift

General.....730
Vertical file service.....48
Government documents (From sources other than government).....703

Total.....801

Volumes added by purchase..... 1108

Volumes added by binding.....724

Government documents accessioned (new).....211

Old books, on hand, accessioned.....197

Total number of books added.....2781

Total number accessioned April 30, 1936.....48581

Total number withdrawn April 30, 1936.....1292

Total.....47289

PAMPHLETS

Number of pamphlets on hand April 30, 1935.....9289

Number of pamphlets added:
Government documents.....1786
Information file.....2296
Miscellaneous classified.....655

Total.....14026

University of Redlands Library

NUMBER OF BOOKS ADDED IN EACH CLASS

May 1, 1935 — April 30, 1936

Dewey decimal classification number	Name of class	Government documents	General	Total
000	General works; Encyclopedias; yearbooks, journalism; etc.	2	55	57
100	Philosophy, psychology, etc.	7	4[illegible]	5[illegible]
200	Religion, Bible, etc.		144	144
300	Sociology, economics, education	318	41[illegible]	737
400	Philology	2	1[illegible]	1[illegible]5
500	Sciences; physics, chemistry, biology, mathematics, etc.	1[illegible]4	140	[illegible]64
600	Useful Arts	36	71	107
700	Fine arts; music, drawing, etc.	[illegible]	10[illegible]	105
800	Literature; American, English, French, German, Spanish, etc.	4	759	7[illegible]
900	History, travel, biography	34	668	702
	Total	525	1631	2156

University of Redlands Library

TOTAL NUMBER OF BOOKS IN EACH CLASS

April 30, 1936

Dewey decimal classification number	Name of Class	Total Classed	Withdrawn	Total
000	General works; encyclopedias, yearbooks, journalism, etc.	833	17	816
100	Philosophy, psychology, etc.	1480	[illegible]	1457
200	Religion, Bible, etc.	4206	131	4075
300	Sociology, economics, education etc.	8005	212	7793
400	Philology	979	20	959
500	Science; physics, chemistry, biology, mathematics, etc.	2370	142	[illegible]
600	Useful arts	1406	33	1373
700	Fine arts; music, drawing, etc.	1062	36	1026
800	Literature; American, English, French, German, Spanish, etc.	11149	199	10950
900	History; travel, biography	6903	41	6862

University of Redlands Library

VOLUMES ADDED TO THE LIBRARY EACH YEAR

April 30, 1976

Year	Number	
1912-1913	218	
1913-1914	376	
1914-1915	660	
1915-1916	505	
1916-1917	351	
1917-1918	186	
1918-1919	304	
1919-1920	872	
1920-1921	1071	
1921-1922	981	
1922-1923	1900	
1923-1924	2078	
1924-1925	1986	Moved into new
1925-1926	2917	bldg. Feb., 1926
1926-1927	3204	
1927-1928	3222	
1928-1929	3529	
1929-1930	4007	
1930-1931	4321	
1931-1932	3169	
1932-1933	4400	
1933-1934	2536	
1934-1935	2014	
1935-1936	2781	

University of Redlands Library

Appended sheet No 5

Gifts
May 1, 1935 - April 30, 1936

GIFTS OF FRIENDS OF THE UNIVERSITY

		Accession No.
Alfaro, Eloy		
Santovenia	Eloy Alfaro	47260
A line Brothier Morris Fund		
	American Citizenship	47705
American Council on Education		
Brody	The American state and higher education	48218
American petroleum industry		
	American petroleum industry	47592
Arizona, University of		
Barnes	Arizona place names	46738
Atlantic Monthly		
Pound	Industrial America	48061
Avey, J. L.		
Robertson	History of the reign of the Emperor Chas. V.	
	v.1	47892
	v.2	47893
	v.3.	47894
Baruch, Bernard Mannes		
Baruch	Taking the profits out of war	47593
Bond Buyer		
Municipal bond dealers of the U.S. Directory		45936
Bonnell, R.O.		
Steiff	The government of a great Marican city	45967
California Avocado Assoc.		
California avocado assoc. Year Book		47648
California College		
	Missionary Magazine	46784
Pepper	Guatemala	47567
Schurman	A generation of Cornell	47569
Thompson	... Index of literature relating to animal industry	47577

California University: University at Los Angeles

Government documents:

48007, 48012, 48013, 48014, 48015, 48016, 48017, 48018, 48019, 48020,
48021, 48022, 48023, 48024, 48025, 48026, 48027, 48028, 48029, 48030,
48031, 48032, 48033, 48034, 48035, 48036, 48037, 48038, 48039 48040,
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48266, 48267, 48268, 48269, 48270, 48271, 48272, 48273, 48274, 48275,

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California University: University at Los Angeles (Continued)

Government Documents:

48276, 48277, 48278, 48279, 48280, 48281, 48282, 48283, 48284, 48285, 48286, 48287, 48288, 48289, 48304, 48305, 48306, 48307, 48321, 48322, 48323, 48324, 48325, 48326, 48327, 48328, 48329, 48330, 48331, 48332, 48333, 48334, 48335, 48336, 48337, 48338, 48339, 48340, 48341, 48342, 48343, 48344, 48345, 48346, 48347, 48348, 48349, 48350, 48351, 48352, 48353, 48354, 48355, 48356, 48357, 48358, 48359, 48360, 48361, 48362, 48363, 48364, 48365, 48366, 48367, 48368, 48369, 48370, 48371, 48372, 48373, 48374, 48375, 48376, 48377, 48378, 48379, 48380.

Carnegie Endowment			
	Carnegie Endowment for international peace: Year Book		46726
Central European times Pub. Co.			
	Handbook of central and east Europe 1932-33		47345
Chemical Foundation Inc.			
Beard	The open door at Home		46733
	Future Independence and Progress of Am. Medicine		46931
Myers	America Strikes Back		48063
Haynes	Men, Money and Molecules		48166
Church Peace Union			
	Church Peace Union Report		47897
College of Chinese Students			
	Handbook of Chinese Students in U.S.		46717
Rawlinson	Chinese Ethical Ideals		46743
Williamson	Wan-an hih		47380
Flewelling	Reflections on the basic ideas of East and West		47381
Colorado, University of			
Ramaley	Colorado Plant Life		45754
Cockerell	Zoology of Colorado		45755
Davis, J.E.			
	Los Angeles Police Dept. Annual Report		46929
Day, Harry			
Riegel	Mobilizing for Chaos		48215
Eaton, A. F.			
Fleming	... General Karten		46936
Goddard, Dwight			
	Buddha, truth and brotherhood		46720
Gulick, Arthur			
	Comm. of Inquiry on Pub. Service Personnel&Better Govt. Person.		45939
Hamilton, John Wm.			
	The Three Nations at the American Univ.		46879
Hammond, C.S.			
	New Reference Atlas of the World		47423
Hawaii, University of			
	Social Progress in Hawaii		47721
	Social Progress in Hawaii		47722
Hollen, Henry			
Hollen	The Golden Precepts from the Book of Life		48219
Insurance of No. Am.	To Have and to Hold		46716
Iowa State College	College of Science Symposia		46932
Lombard, Mary Joy	Perada Obras completas	v. 10	46515
		v. 15	46516
		v. 5	46517
Valdes	Obras completas	v. 12	46518
Trueba	Obras	v. 4	46519
Fitzmaurice-Kelley	Historia de la literature Espanola		46520
Ibanez	La Catadral		46521

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Lombard, Mary Joy (cont.)

Stendhal	Amitie amoureuse		46522
Trueba	Obras		46523
Lamartine	Cecelyn		46524
Hemon	Maria Chapdeline		46525
Loti	Pecheur 'Islande		46526
Benavente	Teatro		46527
Trueba	Cuentos de varios colores		46528
Baroja	La feria de los discretos		46529
de Serna	Agua de Nieve		46530
B enavente	Teatro	v/ 15/ V/	46531
Huysmans	Encroute		46532
Erckmann-Chatrian	Confidences de Clarinette		46533
Maeterlinck	L'oiseau bleu		46534
Lacroix	Oedipe roi		46535
Baroja	La dama errante		46536
Valera	Tentativas dramaticas		46537
Baroja	El mayorazgo de Labraz		46538
Ibanez	Sangre y arena		46539
Fitzmaurice-Kelly	Lixxiones de literature Espanola		46540
Benavente	Teatro	v.5	46541
		v/4	46542
Bazin	Une tache d'encre		46543
de Musset	Contes		46544
Souvestre	Le serf		46709
Erckmann-Chatrian	Madame Therese		46710
Bedolliere	Histoire de la mere Michel		46713
Erckmann-Chatrian	Madame Therese		46754
Guerber	Contes et legendes		46755
Mairet	La clef d'or		46756
Taine	Les origines de la France contemporaine		46757
Turrell	A Spanish reader		46758
Lamartine	Scenes de la revolution Francaise		46759
Brooks	Chardenal's complete F rench course		46760
Morrison	Tres comedias modernas		46761
Baroja	La casa de Aizgorri		46762

(Gifts Cont.)

Los Angeles High School			
	Blue and White		46734
Los Angeles, University of Southern Calif.			
Patrick	The role in Intimate Groups		46735
U.S.C.	Contemporary English and Am. Theories		46736
U.S.C.	The concept of Personality		46737
Gaw	A sketch of the Development of Grad.Work		47382
Boeck	The Economic Essentials of World Peace		47383
Perry	A Group Factor Analysis of the Adjuetment Questionnaire		47384
Marburg	Draft Convention for the League of Nations		46715
	Development of the League of Nations Idea		46588
Minnesota, University of			
Russell	A type study of American Banking		46735
Modern Foreign Language Study			
Buchanan	An annotated bibliography of modern Lang.		46765
National Council for Prevention of War			
Talbott	Peace in the Pacific	cop. 1	48216
		cop. 2	48217
Nationa Geographic Society /al			
Grosvenor	The National geographic Society		48253
National Student Federation			
	National Student Federation Year Book		47564
New York Stock Exchange			
New York Stock Exchange Report			47204
New York Stock Exchange			46722
New York Stock Exchange Year Book			47532
Nuveen, John			
Fifth Baptist World Congress	Official Report		46732
Pacific Northwest Regional Planning Conference			
Pacific Northwest Regional Planning Conference		In Conference	47706
Palmer, Mrs. Gordon			
Bunyon	Yamhan Bunyan ka da al laika		47649
Latimer	With Christ in Russia		47650
Moffett	The American Indian on the New Trail		47651
Moore	Stray leaves from Assam		47652
Smith	Industrial and Commercial Geography		47653
Scott stamp&Coin Co.	Scott's Standard Postage Stamp Catalogue		47654
Slack	Jesus the Man of Galilee		47655
Baptist World Congress	Record of Proceedings		47656
Gibbs	The Middle of the Road		47657
Gilbert	Behind the Mirrors		47658
Dillon	Mexico on the Verge		47659
Burton	Notable women of Modern China		47660
Burnett	The Man of the Blue Flower		47661
Beach	Ronaissant Latin America		47662

Palmer, Mrs. Gordon

Bunyon	Yawhan Bun-yan ka da al Leika	47649
Latimer	With Christ in Russia	47650
Moffett	The American Indian on the new trail	47651
Moore	Stray leaves from Assam	47652
Smith	Industrial and commercial geography	47653
Scott stamp and coin co.	Scott's standard postage stamp catalogue	47654
Slack	Jesus the man of Galilee	47655
Baptist world congress	Record of proceedings	47656
Gibbs	The middle of the road	47657
Gilbert	Behind the mirrors	47658
Dillon	Mexico on the verge	47659
Burton	Notable women of modern China	47660
Burnett	The land of the blue flower	47661
Beach	Renaissant Latin America	47662

Perry, S.S.

Tchernavin	I speak for the silent	47088

Pomona college

Government documents:
47312, 47313, 47314, 47315, 47316, 47317, 47318, 47319, 47320, 47321
47322, 47323, 47324, 47325, 47326, 47329, 47330, 47331, 47346, 47327
47347, 47372, 47373, 47375, 47376, 47377, 47379, 47543, 47544, 47545
47546, 47547, 47548, 47549, 47550, 47551, 47552, 47799, 47800, 47820
47821, 47822, 47823, 47824, 47825

du Pont, Pierre S.

Warburg	Hell bent for election	47492

Richards & Gieer

Gieer	Patents	45037

Rosenberg

Clinchy	All in the name of God	47100

Saunders, R.

Harrison	Common sense about religion	47168

Scribners company

Myers	The Hoover administration	48062

Smithewalker, Robert Louis

Smith-walker	Dawn wind	47421

Southern Baptist convention

Southern Baptist convention proceedings		47374

State research inst. U.S.S.R. Supreme council of national economy 46908
2nd. 46907
3rd. 46906
4th. 46905

Sunyat sen University

The national Sunyatsen university		46744

Tillinghost

Smith	Memories of long ago	47943

Tiltle guarantee and trust co. Calif.	Land titles cop. 1	48213
	cop. 2	48214

Vanadium corporation

	Automotive springs	47009

Vertical file service

Richart	The junior game book	47280
Richart	Games and parties for young people	47281
Davis	Hospital administration	47282
Philadelphia.	Bureau of municipal research Statistical dept.	47283
Philadelphia.	" " " " Woman's misdemeanant	47284
Philadelphia.	" " " " Criminal division	47285
Philadelphia	" " " " Unmarried mothers	47286

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Vertical file service (cont.)

Philadelphia. Bureau of municipal research	Domestic relations.		47287
Philadelphia. Bureau of municipal research	Statistical dept.		47288
Philadelphia. Bureau of municipal research	Men's misdemeanants.		47289
Philadelphia. Bureau of municipal research	Medical dept.		47290
Philadelphia. Bureau of municipal research	History		47291
Philadelphia. Bureau of municipal research	Filing		47292
Philadelphia. Bureau of municipal research	Central registration		47293
Philadelphia. Bureau of municipal research	Auditing control		47294
Ervin	The magistrates' courts of Philadelphia		47295
Royal commission	The reindeer and musk-ox industries		47296
Dept. of the interior	Reindeer grazing in northwest Canada		47297
Dept. of the interior	Canada's arctic islands		47298
Dept. of the interior	Southern Baffin island		47299
Dept. of the interior	Yukon territory		47300
Dept. of the interior	The north west territories		47301
Dept. of the interior	Keewatin and northeastern Mackenzie		47302
Dept. of the interior	Great slave lake area		47303
Dept. of the interior	Eskimo grammar		47304
Dept. of the interior	Canada's western arctic		47305
Dept. of the interior	Canada's eastern arctic		47306
Reed	Review of legal education		47311
Hill	The school in the camps		47328
	Historic Newport		47348
Nicoll	The English stage		47425
Foulke	Behind the scenes of business		47500
	International economic relations		47501
	Handbook of cast iorn pipe		47502
	Handbook of cast iorn pipe for gas service		47503
	Cast iorn pipe handbook		47504
Los Angeles social service dept.	History, duties, organization		47507
Brunner	Radio and the farmer	cop. 1	47508
		cop. 2	47509
Hill	The school in the camps		47510
Municipal bond dealers of the U.S.	Directory		47723
	A digest of linotype faces		47957
Orcutt	The manual of linotype typography		47961
Bond	The liberal arts college		47989
Bogardus	... Trends in scholarship		47990
Kvamme	The Christman carolers' book		48091
Sullivan	Spalding's official athletic almanac		48092
Foulke	Behind the scenes of business		48093
Warmoth, Henry Clay			
Warmoth	War, politics and reconstruction		46586
Washington High School			
	The lens		46107
Wedberg, Conrad			
Wedberg	Escemption	cop. 1	47054
		cop. 2	47055
Wilson Foundation			
Fleming	The U.S. and the League of nations		47944

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Appendix sheet 11-6

UNIVERSITY OF REDLANDS LIBRARY

CURRENT MAGAZINES

MAY 1935

Academy of Political Science Proceedings

Agricultural Index

Agricultural Situation

American Academy of Political Science-Annals

American Academy of Political Science Proceedings

American Association of University Professors Bulletin

American Association of University Women-Journal

American Chemical Society Chemical Abstracts

American Chemical Society Journal

American City

American Economic Review

American Federationist

American-German Review

American Historical Review

American Journal of Botany

American Journal of International Law

American Journal of Philology

American Journal of Physiology

American Journal of Psychology

American Journal of Public Health

American Journal of Sociology

American Labor Legislation Review

American Library Association Bulletin

American Literature

American Magazine

American Mathematical Monthly

American Mathematical Society-Bulletin

American Mathematical Society Transactions

American Naturalist

American Organist

American Political Science Review

American Scholar

American Society for Psychical Research-Journal

American Speech

American Statistical Assoc'n Journal

Annals of American Academy of Political and Social Science

Annals of Botany

Arizona Baptist

Asia

Association of American Colleges Bulletin

Astronomical Society of the Pacific Publications

Astrophysical Journal

Athletic Journal

Atlantic Journal

Bacone Indian

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Balance Sheet

Baltimore Bulletin of Education

Berichte der Deutschen Botanischen Gesellschaft

Berliner Illustrirte Zeitung

Better Housing

Biological Abstracts

Biological Bulletin

Blackwood's Magazine

Boletin de la Union Pan Americana

Book Review Digest

Booklist

Bookman (London)

Botanical Gazette

Botanical Review

Bulletin of the Pan American Union

Bulletin of Spanish Studies

Business Week

California Citrograph

California Fruit Growers Exchange Bulletin

California Journal of Elementary Education

California Journal of Secondary Education

Character

Chemical and Metallurgical Engineering

Chemical Reviews

Child Study

Christian Century

Christian Education

Christian Faith and Life

Christian Herald

Christian Leader

Christian Review

Christian Science Monitor

Citrus Leaves

Clodet, Revue de Philologie (see Revue)

Clinical Osteopathy

Commerce Reports

Commercial Standards Monthly

Commonweal

Commonwealth

Congressional Digest

Congressional Record

Consumers Cooperation

Consumers Guide

Contemporary Review

Crops and Markets

Crozier Quarterly

Cue

Current History

Dance Observer

Deutsche Echo

Deutsche Medizinische Wochenschrift

Diapason

El Eco

Ecological Monographs

University of Redlands Library

Ecology

Economic Geography

Editor and Publisher

Education

Educational Administration and Supervision

Educational Index

Educational Method

Educational Outlook

Educational Record

Elementary English Review

Elementary School Journal

Engineering and Mining Journal

English Journal

English Journal, College

Everyth Herald

Etude

Experiment Station Record

Family

Far Horizons

Farm Bureau Month ly

Federal Reserve Bulletin

Foreign Policy Bulletin

Foreign Affairs

Foreign Policy Reports

Forensic

Forest Worker

Fortnightly Review

Forum

Grade Teacher

Harper's Magazine

Harvard Business Review

Hesperia

Hibbert Journal

Highway Traveler

Hispania

Hispanic American Historical Review

House Beautiful

Hygeia

L'Illustration

Information Universitaire

Instructor

Intercollegian

International Index to Periodicals

International Journal of Ethics

International Journal of Religious Education

International Labour Review

International Review of Missions

International Student

Journal, La (see La)

Journal of Abnormal and Social Psychology

Journal of Agricultural Research

Journal of Applied Psychology

Journal of Bacteriology

Journal of Biological Chemistry

Journal of Business

Journal of Chemical Education

Journal of Criminal Law and Criminology

Journal of Educational Research

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Journal of Entomology and Zoology

Journal of Experimental Psychology

Journal of Experimental Zoology

Journal of General Physiology

Journal of Geology

Journal of Health and Physical Education

Journal of Hellenic Studies

Journal of HerediteJour

Journal of Higher Education

Journal of Juvenile Research

Journal of Modern History

Journal of Philosophy

Journal of Political Economy

Journal of Religion

Journal of Research

Journal of Social Hygiene

Journal of the American Medical Association

Journalism Quarterly

Junior College Journal

Lbor Information Information Bulletin

Ladies Home Journal

Lavoro sana Manuel

La Journal (see Journal)

Library Journal

Library Quarterly

Literary Digest

Living Age

London Mercury

Los Angeles Times

Magazine Subject Index

Mental Hygiene

Milbank Memorial Fund Quarterly

Mind

Mind and Body

Missionary Review of the World

Missions

Mississippi Valley Historical Review

Modern Language Association of America, Publications

Modern Music

Modern Philology

Monist

Monthly Labor Review

Monthly Reports of the F. E. S. A.

Monthly Summary of Foreign Commerce of the United States

Monthly Summary of the League of Nations

Monthly Weather Review

Music Clubs Magazine

Musical America

Musical Digest

Musical Leader

Musical Quarterly

Musical West

Nation

National Education Association Journal

National Education Association Research Bulletin

National Geographic Magazine

National Municipal Review
National Student Mirror
National Tax Association Bulletin
National Voice
Nation's Schools
Nature Magazine
New Outlook
New Phytologist
New Reclamation Era
New Republic
New York Times
News Bulletin
News Notes of California Libraries
Nineteenth Century and After
North American Review
Nouvelle Revue Francaise
Occupations
Official Gazette
Open Court
Open Forum
Pacific Affairs
Pacific Binders Talk
Pacific Coast Musician
Pacific Historical Review
Peabody Journal of Education
Pencil Points
Personalist
Le Petite Journal
Philosophical Review
Physical Education Digest
Physical Review
Physiological Review
Pictorial Review
Plant Physiology
Platform World
Platoon School
Poet Lore
Poetry
Political Science Quarterly
Popular Astronomy
Printer's Ink Monthly
Printer's Ink Weekly
Progressive Education
Protectionist
Psychological Review
Public Health Service Weekly Reports
Public Roads
Publisher's Weekly
Quarterly Journal of Economics
Quarterly Journal of Speech Education
Quarterly Review of Biology
Reader's Digest
Reader's Guide to Periodical Literature
Recreation
Redlands Daily Facts
Reflex
Religious Education
Research Quarterly

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Review of Educational Research
Review of Reviews
Revue de Philologie
Revue des Deux Mondes
Romanic Review
San Bernardino Sun
Saturday Evening Post
Saturday Review of Literature
School and Society
School Arts Magazine
School Executive Magazine
School Life
School Management
School Review
Science
Science Abstracts Section A.
Science Abstracts Section B.
Science News Letter
Scientific American
Scientific Monthly
Scientific Temperance Journal
Scribner's Magazine
Se-ipta Mathematica
Seismological Society of America
Sewanee Review
Sierra Educational News
Sixpent
Social Forces
Social Science
Social Studies
Sociology and Social Research
South Atlantic Quarterly
Southwestern Historical Quarterly
Southwestern Musician
Speciality Salesman
Sportswoman
Stage
Strad
Studies in Philology
Sunset
Survey Graphic
Survey Midmonthly
Survey of Current Business
Survey of Current Business Weekly
Tax Digest
Teachers College Record
Techno
Theatre Arts Monthly
Time
Terry Botanical Club Bulletin
Townsend Plan Weekly
Training School Bulletin
Travel in Japan
Treaty Information Bulletin
Trend of Employment
United States News
University High School Journal
U. of R. Alumnus
U. of R. Campus

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University Placement Review

Vital Speeches

Saturday Examiner

Westways

Wilson Bulletin

World Affairs

World Affairs Interpreter

World Tomorrow

Yale Divinity News

Yale Review

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Collateral Reading

Books in Reserve Book Room

Appended sheet No. 7-1 Library Report June 1936.

Subject	No. books	Name of Professor
Astronomy and Paleontology: Physical Science Survey	57	Van Osdel
Bible General	31	Lynn
Bible 33	2	Lynn
Bible 103	2	Lynn
Bible 131 and 132	9	Lynn
Bible 134	80	Lynn
Bible 135 and 136	21	Lynn
Bible Tutorial Sem. 3	9	Lynn
Economics General	5	Jacobsen
Economics 11 and 144	35	Jacobsen
Economics 12	64	Jacobsen
Economics 137 and 138	10	Jacobsen
Economics 139	2	Jacobsen
Economics 146	7	Jacobsen
Economics 148	25	Jacobsen
Economics General	18	Tilton
Economics 31 and 32	106	Tilton
Economics 131	3	Tilton
Economics 132	52	Tilton
Economics 133	1	Tilton
Economics Seminar	42	Tilton
Economics 151	0	Tilton
Economics 136	2	Tilton
Education 119 and 120	112	Hidden
Education 211S	5	Hidden
Education 12-112	55	Sales
Education 105	5	Sales
Education 106	115	Sales
Education 107	49	Sales
Education 110	0	Sales
Education 198	47	Sales
Education 211	3	Sales
Education 101 and 102	38	Sanders
Education 104	5	Sanders
Education 109	30	Sanders
Education 103	33	Westerberg
Education 206	48	Westerberg
Education 208	37	Westerberg
Education Teacher's Seminar	11	Westerberg
English 116	7	Harrison
English 166	30	Harrison
English Seminar I	1	Harrison
English 61 and 62	18	Mattingly
English T. Sem. II	5	Mattingly
English 109 and 110	1	Nelson
English 178	5	Nelson

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English 112	35	Nelson
English 154	13	Sargent
English Education 197	27	Sales
German 3 and 4	33	Ebel
German 7 and 8	11	Ebel
German Sem.	82	Ebel
Greek General	10	Kyle
Greek 11 and 12	38	Kyle
History: Soc. Science	12	Cranston
History: Jr. T.S. 2	73	Cranston
History 110	37	Cranston
History 107	4	Raymer
History 114	58	Raymer
History Sem. I.	15	Raymer
Library 1 and 2	57	Symmes
Music 111 and 112	32	Poister
Music 3 and 4	11	Leach
Philosophy 4	3	Mrs. Cranston
Philosophy 108	3	Mrs. Cranston
Philosophy 109	1	Mrs. Cranston
Philosophy 110	10	Mrs. Cranston
Psychology 1	7	Wilson
Psychology 104	8	Wilson
Physical Education General	93	Cragg
Physical Education 4	4	Cragg
Physical Education 9	4	Cragg
Physical Education 156	1	Cragg
Physical Education General	15	Cunningham
Physical Education General	6	Cushman
Physical Education General	25	Davies
Physical Education 101	1	Davies
Physical Education 166	3	Davies
Political Science Sem. I and II	35	Fouts
Political Science 104	51	Fouts
Political Science 131	15	Fouts
Political Science 132	32	Fouts
Religious Education 1 and 2	51	Raffety
Religious Education Sem. I and II	187	Raffety
Religious Education 101	43	Raffety
Religious Education 102	27	Raffety
Religious Education 109	25	Raffety
Religious Education 120	51	Raffety
Religious Education 110	15	Raffety
Religious Education T.S. III and IV	133	Raffety

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Romance Languages: French 3 and 4	24	Page
French 101 and 102	26	Page
French 107 and 108	71	Hill
French 103-104	27	Hill
French 109	9	Hill
French 111	20	Hill
French T.S. I and II	4	Hill
French T. S. III and IV	33	Hill
Spanish 3 and 4	34	Price
Spanish 101-102	0	Price
Spanish 103-104	34	Hill
Spanish 107-108	62	Hill
Spanish 109-110	52	Hill
Spanish 111	28	Hill
Spanish Sem. I and II	8	Hill
Spanish 197-French 198	58	Hill
Sociology General	3	Carlson
Sociology 102	34	Carlson
Sociology 112	36	Carlson
Sociology 124	15	Carlson
Sociology 126	0	Carlson
Sociology Sem.	25	Carlson
Speech 1 and 4	85	Baccus and Nichols
Speech 141	16	Baccus
Speech 103-104	13	Nichols
Speech 119-120	61	Nichols
Speech 125-126	14	Nichols
Speech 129-130	60	Nichols

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Appended Sheet no. 8

REGULAR STUDENT STAFF

Paid from $700 and fines	Name	Type of work	Amount earned
	Anneen, Leila	Typing	$ 18.70
	Arnold, Grace	Stacks	110.75
	Bingham, Robinetta	Stacks	88.15
	Blakely, Juanita	Reserve shelves	68.30
	Botkin, Beth	Charge of Collateral books	122.00
	Brown, Virginia	Summer School	50.05
	Cofer, Janet	Accessioning	67.00
	Cofer, Marcia	Typing	18.00
	Collins, Copp	Desk and stacks	176.50
	Detweiler, Frances	Desk	48.75
	Freel, Hazel,	Periodicals	57.40
	Getty, Eileen	Fines	16.80
	Hamilton, John	Binding	4.20
	Harmon, Jewel	Desk	9.10
	Hennessee, Don	Vertical File	171.40
	Ivy, Irene	Typing	13.05
	Jenkins, Ruth	Desk	15.80
	Jensen, Merrill	Desk	127.75
	Johnson, Elsie	Desk	56.00
	Kimball, Barbara	Lettering	88.25
	Layton, Mibelle	Stacks	18.20
	Maris, Emily	Desk	113.05
	Molino, Henry	Typing	117.00
	Mosher, Ruth	Orders	171.95
	Phelps, Joe	Desk and reserve book room	16.80
	Plagens, Carol	Typing	176.15
	Pink, Malcolm	Desk and reference	59.85
	Sanders, Genevieve	Desk and filing	119.70
	Seely, Adda Mary	Desk	145.00
	Shikles, Elroy	Desk and Orders	137.65
	Simonds, Betty	Desk	99.40
	Stenger, Elsie	Study Hall	101.15
	Stevens, Frances	Desk	84.15
	Thompson, Frank	Summer School	96.95
	Wada, Michiko	Desk	100.10
	Winters, Sydney	Shelving books	71.50
	Wood, Erna	Stacks	80.15
			$2747.40

Haydon, James — Janitor — paid from janitor's fund

(the above includes an estimate for the period May 15 to June 30)

Due to irregularities, some of the student names appear on both lists of workers.

University of Redlands Library

June 1936
Library

Appended sheet no. 9

STUDENT STAFF paid from the
NATIONAL YOUTH ADMINISTRATION

Name	Type of work	Amount earned
Anseen, Leila	Typing	$ 91.05
Arnold, Grace	Stacks	15.55
Ary, Helen	Typing	77.70
Botkin, Beth	Charge of collateral books	12.95
Caven, Eldeen	Orders	170.10
Cofer, Janet	Accessioning	137.55
Cofer, Marcia	Typing	137.55
Collins, Copp	Desk and stacks	19.95
Craig, William	Orders	139.30
Drexler, Fred	Lettering	72.45
Easton, Byron	Desk	139.30
Flanagin, Marion	Desk	165.80
Freel, Hazel	Periodicals	121.80
George, Lillie	Desk and stacks	168.35
Hamilton, John	Binding	168.50
Harmon, Jewel	Desk	40.25
Hennessee, Don	Vertical File	19.95
Hughes, Kathleen	Desk	73.50
Ivy, Irene	Typing	112.35
Jenkins, Ruth	Desk	172.55
Jensen, Merrill	Desk	19.95
Johnson, Dorothy	Reserve shelves	70.35
Johnson, Elsie	Desk	7.00
Kimball, Barbara	Lettering	17.50
Layton, Minabel	Stacks	73.50
Lockwood, Roy	Study hall	79.80
Lolmaugh, Wilma	Typing and desk	117.95
May, Ellen	Desk and fines	177.10
Maris, Emily	Desk	16.45
Molino, Henry	Typing	7.00
Mosher, Ruth	Orders	167.20
Murray, Helen	Stacks	161.00
Phelps, Joe	Desk and reserve book room	130.20
Plagens, Carol	Typing	19.95
Raitt, Walton	Government documents	176.75
Rink, Malcolm	Desk and reference	140.00
Sanders, Genevieve	Desk and filing	19.95
Searbrough, Hartwell	Checking desk	144.75
Shikles, Elroy	Desk and orders	15.55
Simmonds, Betty	Desk	11.90
Stenger, Elsie	Study hall	11.90
Stevens, Frances	Desk	15.40
Wada, Michihiko	Desk	15.40
Wheeler, Ardell	Filing	175.70
Winters, Sydney	Shelving books	10.85
Wood, Erma	Stacks	19.25
		$3877.55
	Total.....	$6624.95

University of Redlands Library

REPORT OF THE CATALOG DEPARTMENT

May 1, 1935 - April 30, 1936

The work of the catalog department has been defined in previous reports, and the statistical report attached herewith shows the amount of work done during the past year. For the most part, this year has been a time for the continuation of projects previously started, some of which have heretofore had very little time devoted to them.

Each month a list of the new books added to the library during the month has been typed, and given to the Librarian. This list does not include added copies.

About fifteen hundred reference and analytical cards, and many additional subject cards have been added to the catalog. These have added materially to the usefulness of the catalog, but there is still much of this work to be done.

Series cards are being added to the catalog. For the past five years the cataloger has kept a file of the books added to the library which belong in special series. These are filed under the name of the series. With these as a basis, much work has been done in determining and listing all the books in the library in a specific series. As soon as the work on a series is completed, a card is typed with the name of the series as the heading; then, is listed the call number, author, title, and date of each book in the series. As this entails much careful research work, it progresses slowly. To date some twenty series have been completed. Information concerning other series in the library may be found by consulting the work file in the catalog room. As is the usual cataloging procedure no cards are made for publishers' series.

The cards of the catalog are being checked card by card, and matched with the Library of Congress "Subject headings" in order to have a uniformity of headings in the catalog. At the same time the filing is checked. If different forms of a personal name, a government body, a corporation, an association, etc., has been used these are changed so only one form appears. If reference cards for subjects, pseudonyms, compound names, etc., are needed these are typed. The Library of Congress "Subject headings" is marked for all subjects not personal names, and geographical names. Many miscellaneous corrections are made at the same time. This very necessary work cannot be done by student helpers, but by a trained staff member. As it is "fill in" work, and, also, must be done slowly and carefully there is still much to do. To date about eighteen drawers of the catalog have been checked.

In checking the accession record it was found that there were a number of books without catalog or shelf cards. The necessary cards were made, but a number of such books were missing. Shelf cards were made for these from the accession record information, and a noteto that effect was typed on each. These cards were filed in the shelf list. Eventually these will be officially withdrawn, if the books are not found. In the statistics accompanying this report will be found the item "Offical shelf list (Temporary cards) 178" under the heading "Cards filed in shelf lists." This is a reference to the above.

University of Redlands Library

In November, 1935, it was decided to discontinue making cards for a public shelf list. Some four thousand cards had been completed in the past year and a half. At some future date the catalog department should have adequate quarters near the stacks and card catalog. This will bring the official shelf list, which is a necessary tool of the catalog department, near the loan and reference workers; thus, it can be used as a subject catalog making the public shelf list unnecessary.

A complete inventory was begun in November, 1935, and that portion consisting of matching the books with the shelf cards was completed in April, 1936. Cards with the call number, accession number, author and title were typed for all missing books, and these cards have been used in a consistent search. Each time they are stamped with the date of searching. After the books have been searched for at least four times at intervals of from one-two weeks, the shelf cards are marked with a missing note, the number of missing books in each class is then counted. On the "missing book" card is typed "missing in inventory" with the date, and the cards are then filed in the "Lost Book" file. This searching is still in process for classes 800 and 900.

It is expected that the work for this next year will be a continuation of the projects started, in addition to the routine work of cataloging.

Esther Hile
Catalog Librarian.

University of Redlands Library

GOVERNMENT DOCUMENTS

May 1, 1935 - April 30, 1936

The following report indicates the total number of federal and state documents now available for use. All documents now available have been entered in a permanent checking record from which one can readily determine the documents in the library. The checking, classification, cataloging, shelving, etc. is done by the Catalog Department. At present the documents are shelved in the lower stacks under the rotunda.

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BOOKS AVAILABLE

Federal documents on hand May 1, 1935	2,606	
Federal documents cataloged 1935-36	480	
State documents on hand May 1, 1935	195	
State documents cataloged 1935-36	45	
		3,326

PAMPHLETS AVAILABLE

Federal documents on hand May 1, 1935	6,680	
Federal documents cataloged 1935-36	1,678	
State documents on hand May 1, 1935	1,527	
State documents cataloged 1935-36	108	
		9,993

Total classified	13,319
DOCUMENTS WITHDRAWN (Classified only)	26
Total on hand	13,293

.....

DOCUMENTS DISTRIBUTED IN DEWEY DECIMAL CLASSES

Dewey decimal classification	000	100	200	300	400	500	600	700	800	900	Total
Federal documents:											
On hand 5-1-35	753	3	2	4337		1875	1938	41		377	9326
Books cataloged (35-36)	2	3		290	2	120	27	2		34	480
Pamphlets " (35-36)	130			603		140	775	23		7	1678
State documents:											
On hand 5-1-35				164		168	1375			15	1722
Books cataloged 1935-36				28		4	9		4		45
Pamphlets cataloged 1935-36				22		5	81				108
Total	465	6	2	5994	2	2062	4265	66	4	433	13319
Withdrawn				~~16~~		~~3~~	~~1~~			~~6~~	~~26~~
	465	6	2	5978	2	2059	4264	66	4	427	13293

University of Redlands Library

CLASSIFICATION AND CATALOGING

May 1, 1935 - April 30, 1936

BOOKS CLASSIFIED AND CATALOGED:				
Miscellaneous gifts and purchases		1,631		
Government documents		526		
	Total		2,158	
Books recataloged			761	
	Total			2,919
CARDS FOR CATALOG:				
New books, government documents and recataloged books		7,371		
Added copies and continuations		197		
Series cards		13		
Analytical cards		1,246		
Reference cards		217		
	Total			8,944
CARDS FILED IN SHELF LISTS:				
New books, government documents, and recataloged books:		1,799		
Official shelf list		1,799		
Official shelf list (Temporary cards)		173		
Public shelf list		1,108		
	Total new cards		3,085	
Added copies and continuations:				
Official shelf list		171		
Public shelf list		233		
	Total		404	
	Total shelf cards filed			3,489
CARDS FOR AUTHORITY LIST				143
MISCELLANEOUS CARDS FILED				308
	Total cards filed			12,864

University of Redlands Library

Appended sheet No.11

June 1936
Library

Expenditures for year 1935-1936

Credits

Appropriation granted by the Board of Trustees for the year 1935-1936	$7300.00	
Student fines	300.00	
		$7600.00

Expenditures

Departmental apportionments		$2600.00	
Original apportionment	$2000.00		
Additional grant from general fund	600.00		
(Departmental magazines totalling $848.72 included in this amount)			
Student Help		2747.40	
Printing and supplies		500.00	
Binding		550.00	
Continuation		500.00	
General		640.81	
(Magazines	$200.44		
(Books	440.41		
TOTAL			7544.25
Unspent balance			$55.75

(The above includes an estimate from May 22 to June 30)

University of Redlands Library

June 1938
Library

Appended sheet No. 11

DEPARTMENTAL APPORTIONMENTS

Astronomy - Geology	$ 60.00	
Bible - Missions	60.00	
Botony	110.00	
Chemistry	75.00	
Economics	140.00	
Education	140.00	
English	160.00	
German	100.00	
(Additional for reserve books)	90.00	
Greek - Latin	50.00	
History	140.00	
Mathematics	40.00	
Music	75.00	
Philosophy	85.00	
Physical Education	40.00	
Physics	90.00	
Political Science	75.00	
Religious Education	75.00	
Romance Languages	105.00	
Sociology	120.00	
Speech Education	50.00	
Zoology	120.00	
		$2000.00

University of Redlands Library

BUDGET REQUEST FORM

Subject Matter Field Library

Items	Budget for 1935-1936		Budget Request for 1936-1937
(1) Salary (Leave Blank)		(1)	
(2) Wages	$2700.	(2)	$2700.
(3) Supplies and repairs	20.	(3)	
(4) Office and travel	100	(4)	100.
(5) Printing and publication	400.	(5)	400.
(6) Books and equipment		(6)	
(7) Unclassified	10.	(7)	
(8) Sub-total		(8)	
(9) Capital outlay	4070.	(9)	4100.
(10)	7300	(10)	7300

University of Redlands Library

University of Redlands
Library

June 1956

NEEDS

CAMBRIDGE ANCIENT HISTORY Macmillan 10 vol. and 4 vol. plates 74.00

Volumes 1,2,3, & 4 each	$8.50	discount 1/5		
Volume 5	7.00	"	"	
" 6	9.50	"	"	
" 7	10.50	"	"	
" 8	9.50	"	"	
" 9	9.00	"	"	
" 10	11.00	"	"	
" 1 of plates	7.00	"	"	
" 2 " "	5.25	"	"	
" 3 " "	5.75	"	"	
" 4 " "	4.00	"	"	

PUBLIC AFFAIRS INFORMATION SERVICE $ 100.00

A HISTORY OF THE THEORETICAL ART IN ANCIENT AND MODERN TIMES
by Karl Menteiud. 6 vols. Lippincott. $ 40.00

NEW WORLD BOOK ENCYCLOPEDIA
Original price $89.90. Allowance for old set $15. 74.90

HISTORY OF THE JEWISH PEOPLE IN THE TIME OF JESUS CHRIST
5 vols. with index Scribner $ 17.50

JEWISH ENCYCLOPEDIA 12 vols. N.Y., Funk (1901-1906 $ 96.00

BRITISH OFFICIAL DOCUMENTS ON THE ORIGIN OF THE WAR, 1898-1914.
by G.P. Gooch and Harold Temperley (editors) 11 vols. (1926-1932) about 35.00

ENCICLOPEDIA UNIVERSAL ilustrada europeo-americana 72 vols. ilus.
Barcelona, Espasa (1905-1930) $ 400.00

University of Redlands Library

Needs

Information file with Flexafile Library Bureau Cat. No. 8210.54	$88.75
2 Office files with locks at $73.00 each Library Bureau Cat. No. 11015 (Aristocrat V)	146.00
Atlas and dictionary case Library Bureau Cat. No. 7095.1	86.50
Book display case with bulletin Library Bureau Cat. No. 7077	70.00
Card Cabinet, O. G. Library Bureau Cat. No. 2302	8.40
Bulletin board Library Bureau Cat. No. 7653	12.00
100 Princeton files Library Bureau Cat. No. 1718	26.00
2 Dictionary stands at $30.00 each Library Bureau Cat. No. 7086	60.00
Steel stacks - Library Bureau	3000.00
Library Bureau Museum Case Cat. No. M.C. 1 - 60" long, 28" deep, 6" display	160.00

University of Redlands Library

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R318R
1936/37

June, 1937

REPORT OF THE LIBRARIAN

University of Redlands Library

To the President:-

The Librarian submits the following report of the Library for the year ending June 30, 1937

Hours

The Library has been kept open during term time from 7:30 a.m. to 9:45 p.m. on class days; from 8 a.m. to 6 p.m. on Saturdays; from 2 p.m. to 5 p.m. (for reading only) on Sundays; during the summer session from 7:30 a.m. to 5 p.m. on class days; 8 a.m. to 12 m. Saturdays; during the inter-sessions from 8 a.m. to 12 m., closed holidays.

Additions

There have been added to the shelves during the year 2384 volumes (last year 2781); of these additions 1039 were purchases (last year 1168), 341 were gifts (last year 881), 466 Government documents (last year 211), 356 added by binding (last year 324), 182 old books on hand (last year 197).

For accession statistics, see appended sheets Nos. 1-4.

No. 1 - Accessions
No. 2 - Number of books added in each class
No. 3 - Total number of books in each class
No. 4 - Volumes added each year

Gifts

The outstanding gifts for the year:

From Professor Emeritus A. Harvey Collins, 20 books, and a number of back files of the University of Redlands Publications which included the U. of R. Alumnus, The Spectrum, the U. of R. Bulletin, and the La Letra.

From the Superintendent of Documents, United States Government printing office, Washington, D. C., 466 volumes and 2533 pamphlets.

Three hundred dollars was available from the Lyons Foundation fund for the purchase of books in the field of Economics and Sociology.

In the name of the University I wish to express our grateful appreciation of these and the gifts as recorded on appended sheet No.5.

Periodicals

Periodicals to the number of 405 have been regularly received during the year, totalling 5872 issues for which records have been entered in the Kardex.

For list see appended sheet No. 6.

THE LIBRARY OF THE
NOV 1 - 1948
UNIVERSITY OF ILLINOIS

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1936/37

Most of these periodicals are bound and become a valuable addition to the reference collection. They are adequately indexed in the following indexes now on our subscription list: Agricultural Index, Book Review Digest, Dramatic Index, Education Index, Essay and General Literature Index, Reader's Guide to Periodocal Literature, Magazine Subject Index, and the International Index. We now have 6471 bound volumes of magazines which provide a fair working collection.

Reserved Books

In order that a professor may be safe in requesting a student to consult a certain authority, he places his list of books on reserve. The period of loan on these books varies from one hour to three days according to the length of the assignment and the number of copies available. This year 3,993 volumes have been used on the reserve shelves.

For a record of reserved books see appended sheet No. 7.

Fines

Notices have been sent out promptly for overdue books, thus keeping the books loaned in useful circulation and in the hands of the students when needed.

This year 2,740 notices have been sent out. The fines have amounted to three hundred dollars. (This includes an estimate from May 15 to June 30.)

Freshman Week

At the beginning of the school year the Freshmen come to the Library in small groups and are given a friendly introduction to their library by members of the staff stationed in each department.

Following this, the Librarian conducts a one hour course in the use of the Library each week throughout the year which gives the student a working knowledge of such major tools of the Library as the card catalog, dictionaries, magazines, indexes, and other reference books.

Staff

Since September, 1931, most of the $1800 formerly used to pay the salary of the third full time assistant has been applied to the student staff fund, with the understanding that any portion of it may be recalled if the efficiency of the work requires it. This year we have used $150.00 of the above mentioned fund to pay Mr. George Stevens who has taken charge of the Library from 7:00 to 9:45 at least two evenings a week.

The personnel of the staff was enriched for a short time this fall by the assistance of two of our 1935 graduates, who offered their services gratis for the experience they would gain. Miss Leona Arth (a graduate of Drexel Library School, June 1936), and Miss Margaret Bristow (a graduate of Riverside Library School, August, 1936). Both of these internships were cut short in November by their appointments to paying positions on the staff of our Public Library.

Staff

There have been 45 students on the staff working at 35 cents per hour, each earning from $10 to $20 a month or a total for the year of $5767.68. Of this amount $2700.00 has been paid to 24 students from the University funds and $3067.68 to 21 students from the National Youth Administration fund.

For full reports see appended sheets Nos. 8 and 9.

The aid provided through the N.Y.A. ($3067.68) has been of great advantage especially in providing enough extra helpers to supervise the study hall and the checking desk (opposite the loan desk).

Student helpers add to the usual difficulties of administration. To keep 45 of them--who come at odd intervals for an hour or two at a time--employed profitably for the University is a time consuming process. To lighten the load of the librarian in the supervision of the work, the following students have assisted:

Miss Marion Flanagin, Collateral department
Miss Dorothy Johnson, Circulation department
Mr. Bert Hagg, Stacks
Mr. Forrest Fordham, Reference

Catalog Department

Ten students have assisted Miss Hile in the catalog department, at a cost of $ 1281.90. There were 440 more books cataloged this year (3359) than last year (2919). Of this number 341 represent miscellaneous gifts. Throughout the year there has been a consistent search for the books missing in the 1935-36 inventory.

For full reports see appended sheet No. 10.

Reference

The service rendered to members of the faculty and to students includes bibliographical helps and suggestions to aid them in their search for information. The students appreciate free access to the shelves and soon learn to locate materials.

A welcome aid to the reference department this year is the "Columbia encyclopedia."

One indispensable reference set, "The Reader's Guide to Periodical Literature," was found to be in a bad state of preservation and the library was very fortunate in being able to purchase the first seven volumes of this set from a private library at a cost of $ 50. These books are valued at $ 200.

There has been little activity during the past three years in the purchase of reference books other than the essential continuations (year books, etc.).

Our Lincolniana Library received much usage this year, especially by Miss Ida M. Snyder who found valuable source material to use in her master's thesis.

Loans

By the system of interlibrary loans 8 volumes were loaned to 2 libraries and 47 volumes were borrowed from 10 libraries. 194 books were borrowed from the Redlands Public Library for use in the Reserve book room.

Expenditures

We are glad to be able to report that the binding of periodicals and rebinding of books has been kept up during the depression period. The cost of binding is to be advanced about one-third soon.

For expenditures for the year see appended sheet No. 11.

Needs

For a list of the needs for the coming year see appended sheet No. 12.

Library Committee

It has been the policy to hold at least three meetings of the Library Committee each year. The departmental funds are apportioned in September, the balance of the budget is apportioned in January, and the new budget is made and the Librarian's report approved at the May meeting. This year it has been impossible to assemble the Committee at one time, but all items for their action have been approved by them individually.

Conclusion

This has been a most gratifying year for the library. The attendance has been large and the students who have used the library facilities have done so in a thorough and intensive manner.

May I conclude my annual report with an expression of appreciation for the faithful work done by my assistants, and tender my sincere thanks and appreciation to the Library Committee, the members of the Faculty, the President, the Business Manager, and the Board of Trustees for their cooperation and confidence, and thank the Board for the appropriations which have made the success of the year possible.

Respectfully submitted,

Eleanor A. Symmes
Librarian
* Univ of Redlands Library

* A.L.A. Handbook, 1937

ACCESSIONS 1936-37

Volumes accessioned April 30, 1936		48382
Volumes added by gifts:		
General	321	
Vertical file service	20	
Total	341	
Volumes added by purchase	1039	
Volumes added by binding	356	
Government documents accessioned (new) . . .	466	
Old books, on hand, accessioned	182	
Total number added	2384	
Total number accessioned April 30, 1937 . . .		50766
Total number withdrawn April 30, 1937		1393
Total on hand		49373

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PAMPHLETS

Number of pamphlets on hand April 30, 1936		14026
Number of pamphlets added:		
Government documents	2533	
Information file	1634	
Miscellaneous classified	171	
Total	4338	
Total		18364
Number of pamphlets withdrawn		762
Total on hand		17602

Number of books added in each class
May 1, 1936-April 30, 1937

Dewey decimal classification number	Name of class	Government documents	General	Total
000	General works; Encyclopedias, yearbooks, journalism, etc.	30	62	92
100	Philosophy, Psychology, etc.		74	74
200	Religion, Bible, etc.		66	66
300	Sociology, economics, education, etc.	279	382	661
400	Philology		28	28
500	Sciences: Physics, chemistry, biology, mathematics, etc.	81	87	168
600	Useful arts	70	80	150
700	Fine arts: Music, drawing, etc.	1	79	80
800	Literature: American, English, French, German, Spanish, etc.		268	268
900	History, travel, biography	25	148	173
		486	1274	1760

TOTAL NUMBER OF BOOKS IN EACH CLASS
April 20, 1937

Dewey decimal classification number	Name of class	Total classed	Withdrawn	Total
000	General works: Encyclopedias, yearbooks, journalism, etc.	925	27	898
100	Philosophy, psychology, etc.	1554	24	1530
200	Religion, Bible, etc.	4272	149	4123
300	Sociology, economics, education, etc.	8666	220	8446
400	Philology	1007	25	982
500	Science: Physics, chemistry, biology, mathematics, etc.	3538	144	3394
600	Useful arts	1556	39	1517
700	Fine arts	1142	36	1106
800	Literature: American, English, French, German, Spanish, etc.	11417	202	11215
900	History, travel, biography	7076	63	7013

VOLUMES ADDED TO THE LIBRARY EACH YEAR

April 30, 1937

Year	Number
1912-1913	218
1913-1914	376
1914-1915	660
1915-1916	505
1916-1917	351
1917-1918	186
1918-1919	304
1919-1920	833
1920-1921	1071
1921-1922	981
1922-1923	1200
1923-1924	2078
1924-1925	1986
1925-1926	2917
(Moved into new building, Feb. 1926)	
1926-1927	3204
1927-1928	3422
1928-1929	3529
1929-1930	4007
1930-1931	4331
1931-1932	3169
1932-1933	4400
1933-1934	2536
1934-1935	2014
1935-1936	2781
1936-1937	2384

GIFTS

June, 1937

From Friends of the University

All-Ohio safety conference
- All-Ohio safety congress Proceedings 1935 — 50234

America-Japan student conference
- America-Japan student conference — 49140

American association of collegiate schools of business
- American association of collegiate schools of business. Proceedings — 50611

American college of surgeons
- Bureau of public administration . . . Governmental research organizations — 49057

American council on education
- Marsh American universities and colleges — 48594

American forestry association
- Trees a portfolio of beautiful photographs

American Italian union
- Roman roads in East Africa — 49973

American Liberty league
- Desvernine Democratic despotism — 48458

American medical association
- American medical association Hospital service — 49068
- Medical education in the United States and Canada — 50014

American trade association
- American trade association executives . . . Proceedings, Sept.,1935 — 50099
- American trade association executives . . . Mid-year meeting — 50625

American window glass company
- Monro Window glass in the making — 50402

Anonymous
- Holmes Spanish America in song and story — 48530
- Van Paassen Nazism: an assault on civilization — 48567
- Frease A political paradox — 48568
- Brown Edmund Niles Huyck — 48569
- Hoover American ideals versus the new deal — 49258
- Gerstenberg Financial organization and management of business — 50382
- Herrold . . . Advertising for the retailer — 50637

Appleton-Century company

GIFTS

June, 1937

From Friends of the University

All-Ohio safety conference
All-Ohio safety congress Proceedings 1935 50234
America-Japan student conference
America-Japan student conference 49140
American association of collegiate schools of business
American association of collegiate schools of business. Proceedings 50611
American college of surgeons
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p Public Affairs Information Service
q Quarterly Cumulative Index Medicus
r Reader's Guide Abridged
s International Index
t Technical Book Review Index
x Engineering Index

Index	Name of Magazine	Source	Price	Frequency	Department
mps	Academy of Political Science Proceedings	Wilson	4.90	one every two years	Political Science
	Agricultural Index	Wilson	30.38	Monthly	Botany
	Agricultural Situations 630 U58a	U.S.	Free		Botany
ix	Air Commerce Bulletin 387.7 U68	U.S.	Free	Monthly	General
e	American Assn. of Univ. Professors - Bulletin	Merrill	Gift	Monthly	Education
e	American Assn. of Univ. Women - Journal	Symmes	Gift	Quarterly	Education
bitx	Am. Chemical Society Abstracts	Jones, S.G.	(20. with Jo. of Ind. & Eng. Chem.)	Monthly	Chemistry
gptx	Am. Chemical Society Journal	Jones, S.G.	"	"	Chemistry
gptx	American City	Faxon	1.50	Monthly	Sociology

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bgp	Am. Economic Review	Tilton	5.00	Quarterly	Economics
ps	Am. Federationist	Direct	2.00	Monthly	Political Science
amptx	American Forest	Faxon	4.00	Monthly	General
	Am. German Review	Faxon	1.50	Quarterly	German
	American Hebrew	Publisher	Gift	Weekly	General
bgm	Am. Historical Review	Collins	5.00	Quarterly	History
espq	Am. Journal of Criminal Law and Criminology	Faxon	3.50	Quarterly	Sociology
a	Am. Journal of Botany	Moore	5.00	Monthly	Botany
lmps	Am. Journal of International Law	Faxon	4.40	Quarterly	Political Science
s	Am. Journal of Philology	Faxon	4.75	Quarterly	English
q	Am. Journal of Physiology	Faxon	30.00	Monthly	Zoology
bs	Am. Journal of Psychology	Faxon	6.40	Quarterly	Psychology
bgpqtx	Am. Journal of Public Health	Billings	5.00	Monthly	Botany
bgp	Am. Journal of Sociology	Carlson	3.50	Irregular	Sociology
lmps	Am. Labor Legislation Review	Tilton	3.00	Quarterly	Economics
emp	Am. Library Assn. Bulletin	A.L.A.	5.00	Monthly	General
s	Am. Literature	Faxon	3.60	Quarterly	English
dgr	Am. Magazine	Faxon	2.50	Monthly	General
t	Am. Mathematical Society Bulletin	Albert	8.00	Monthly	Mathematics
s	Am. Mathematical Society Monthly	Albert	4.00	Monthly	Mathematics
x	Am. Mathematical Society Transactions	Albert	9.00	Monthly	Mathematics
a	Am. Naturalist	Faxon	4.90	Monthly	Zoology
	Am. Organist	Faxon	1.75	Monthly	Music
blmps	Am. Political Science Review	Faxon	5.00	Quarterly	Political Sci.

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Index	Name of Magazine	Source	Price	Frequency	Department
ps	American Scholar	Faxon	2.00	Quarterly	General
	Am. Society for Psychical Research-Journal				Psychology
b	Am. Sociological Review	Carlson	5.00	Monthly	Sociology
s	American Speech	Faxon	3.85	Monthly	Speech Educ.
ips	Am. Statistical Assn. Journal	Faxon	6.00	Quarterly	General
bgip	Annals of Am. Academy of Political & Social Science	Tilton	5.00	Irregular	Political Science
a	Annals of Botany	Faxon	9.90	Quarterly	Botany
	Arizona Baptist		Gift	Monthly	General
g	Asia	Faxon	3.75	Monthly	General
e	Association of American Colleges Bulletin	Thurber	Gift	Quarterly	Education
	Astronomical Society of the Pacific-Publications	Van Osdel	5.00	Bi-monthly	Astronomy
s	Astrophysical Journal	Faxon	5.40	Monthly	General
	Athletic Journal	Faxon	1.25	Monthly	Physical Education
dgr	Atlantic Monthly	Faxon	7.00	Monthly	General
e	Baltimore Bulletin of Educ.	Westerberg	Gift	Monthly	Education
px	Bell Telephone Quarterly		Gift	Monthly	Physics
	Berichte der Deutschen Botansichen Gesellschaft	Faxon	15.20	Monthly	Botany
	Berliner illustrirte Zeitung	Faxon	4.75	Weekly	German
	Better Housing	U.S.	Free		General
	Biological Abstracts	Faxon	15.00	Monthly	Botany
q	Biological Bulletin	Faxon	8.50	Monthly	Zoology
s	Blackwoods Magazine	Fazon	6.90	Monthly	English
	Boletin de la Union Pan Americana	Faxon	.90	Monthly	Romance Languages

Index	Name of Magazine	Source	Price	Frequency	Department
	Book Review Digest	Wilson	18.00	Monthly	Continuation
b	Booklist	A.L.A.	2.50	Monthly	General
ms	Bookman (London) (Combined with London Mercury)	Faxon	6.10	Monthly	General
at	Botanical Gazette	Faxon	7.20	Monthly	Botany
	Botanical Review	Faxon	3.00	Monthly	Botany
	Boy's Club News Bulletin		Gift	Monthly	General
	Bulletin of the Internatl. Committee of Hist. Sciences	Faxon	5.75	Quarterly	History
	Bulletin of Spanish Studies	Faxon	3.50	Quarterly	Romance Languages
gi	Business Week	Faxon	5.00	Weekly	General
a	California Citrograph	Symmes	Gift	Monthly	Botany
	California Fruit Growers Exchange-Bulletin		Gift		Botany
	California Journal of Elementary Education		Gift	Quarterly	Education
e	California Journal of Secondary Education	Instit. Mem.	10.00	Quarterly	Education
	California Schools	State Dept. of Educ.	Gift		Education
	Character	Faxon	.75	Bi-monthly	General
x	Chemical Abstracts	Jones, S.G.	See Am. Chem. Soc.	Semi-monthly	Chemistry
bitx	Chemical and Metallurgical Engineering	Faxon	2.80	Monthly	General
ix	Chemical Review	Jones, S.G.	7.00	Monthly	Chemistry
	Child, The	U.S.	Gift	Monthly	General
e	Child Study	Faxon	.75	Monthly	Sociology
	Christendom	Faxon	3.00	Quarterly	Bible
bg	Christian Century	Faxon	3.50	Weekly	Bible

Index	Name of Magazine	Source	Price	Frequency	Department
	Christian Community (See Community Churchman)				
e	Christian Education	Faxon	1.40	Monthly	General
	Christian Faith and Life		Gift	Quarterly	General
	Christian Herald	Faxon	1.05	Monthly	Bible
	Christian Leader		Gift	Weekly	Bible
	Christian Review		Gift	Quarterly	Bible
gr	Christian Science Monitor	Publisher	9.00		General
	Citrus Leaves	M.O.D.	Gift		General
	Clearing House (See Junior-Senior Clearing House)				
	Clinical Osteopathy		Gift	Monthly	Zoology
	College Verse		Gift	Monthly	English
	Commerce Reports	U.S.	Free		Economics
	Commercial Standards Monthly	U.S.	Free		Economics
begn	Commonweal	Faxon	4.00	Weekly	General
	Commonwealth	Mrs.Elsa S.Barrows Florida	Gift	Weekly	Economics
	Community Churchman	Faxon	1.00	Monthly	Bible
gp	Congressional Digest	Faxon	4.75	Monthly	Political Sci.
	Congressional Record	U.S.	Free		Political Sci.
s	Consumers Cooperation	Faxon	.90	Monthly	Economics
	Consumer's Guide	U.S.	Free		Economics
	Contact Point	Direct	Gift		Zoology
dg	Contemporary Review	Faxon	9.00	Monthly	General
a	Crops and Markets	U.S.	Free		Economics
b	Crozier Quarterly		Gift	Quarterly	Bible
	Cue (Theta Alpha Phi, Dramatic Fraternity)	Nichols	Gift	Monthly	Speech

Index	Name of Magazine	Source	Price	Frequency	Department
	Cumulative Book Index	Wilson Co.	32.00	Monthly	Continuation
bgpr	Current History Magazine	Faxon	2.50	Monthly	History
	Dance Observer	Faxon	1.00	Monthly	Physical Educ.
	Detroit Education Bulletin	Westerberg	Gift	Monthly	Education
	Deutsche Echo	Faxon	2.00	Monthly	German
	Diapason	Faxon	1.35	Monthly	Music
	Drama of the Skies (See Heydon Planetorium Bulletin)				
	Dupont Magazine		Gift		General
	Ecological Monographs	Faxon	6.00	Quarterly	Zoology
a	Ecology	Moore	4.00	Quarterly	Zoology
	Economic Conditions	U.S.	Free		Economics
ps	Economic Geography	Faxon	4.85	Quarterly	General
p	Editor and Publisher	Faxon	2.00	Weekly	English
egp	Education	Faxon	3.75	Monthly	Education
	Education Index	Wilson Co.	48.65		Continuation
ep	Education Administration and Supervision	Faxon	4.35	Monthly	Education
e	Educational Method	Faxon	2.85	Monthly	Education
e	Educational Screen	Faxon	1.75	Monthly	General
	El Echo	Faxon	1.25	Fortnightly	Formance Languages
ix	Electronics	Faxon	5.00	Monthly	Physics
e	Elementary English Review	Faxon	2.25	Monthly	English
beg	Elementary School Journal	Faxon	2.40	Monthly	Education
658.3 U58ie	Employment Service News	U.S.	Free	Monthly	General
ix	Engineering and Mining Journal	Jones, L.	Gift	Monthly	Physics
331.3 U5	Employment and Payrolls	U.S.	Free	Monthly	General

Index	Name of Magazine	Source	Price	Frequency	Department
e	English Journal	Faxon	4.05	Monthly	English
e	English Journal - College Edition	Faxon	4.05	Monthly	English
	Essay Index	Wilson Co.	12.00		Continuation
dg	Etude	Faxon	4.25	Monthly	Music
ax	Experiment Station Record	U.S.	Free		General
630.5 U58d	Extension Service Review	U.S.	Free		General
ps	Family	Faxon	1.40	Monthly	General
332.71 U5s	Farm Credit Quarterly	U.S.	Free	Quarterly	General
	Farm Bureau Monthly		Gift	Monthly	General
332.31 U58f	Federal Home Loan Bank Review	U.S.	Free	Monthly	General
ip	Federal Reserve Bulletin	U.S.	Free	Monthly	Economics
bgp	Foreign Affairs	Faxon	4.50	Quarterly	Political Sci.
	Foreign Policy Bulletin		Gift	Weekly	Political Sci.
s	Foreign Policy Reports	Faxon	5.00	Fortnightly	Political Sci.
	Forensic	Nichols	Gift		Speech Educ.
34.9 U9f	Forest Worker	U.S.	Free		General
dg	Fortnightly Review	Faxon	8.00	Monthly	General
bgr	Forum	Faxon	2.25	Monthly	General
bmpsx	Geographical Review	Van Osdel Mem.	10.00	Quarterly	Astronomy
ix	Geological Society of America, Bulletin	Faxon	9.00	Monthly	Geology
e	Grade Teacher	Faxon	2.05	Monthly	Education
dgpqr	Harpers	Faxon	4.75	Monthly	General
bip	Harvard Business Review	Faxon	4.75	Quarterly	Economics
	Hayden Planetarium Bulletin (See Sky Drama of the Skies)	Faxon	1.20	Monthly	Astronomy

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Index	Name of Magazine	Source	Price	Frequency	Department
	Hesperia	Kyle	Gift	Monthly	Classics
ps	Hibbert Journal	Faxon	2.25	Quarterly	Philosophy
	Highway Traveler		Gift	Bi-monthly	General
	Hilgardia	Calif.State	Gift	Weekly	Botany
	Hispania	Hill	Gift	Quarterly	Romance Languages
ms	Hispanic Am. Historical Review	Beattie	Gift	Quarterly	History
g	House Beautiful	Faxon	3.00	Monthly	General
gqr	Hygeia	Abbott	Gift	Monthly	Physical Educ.
s	L'Illustration	Faxon	3.30	Weekly	Romance Languages
biqtx	Industrial and Engineering Chemistry	Jones, S.G.	See Am. Chem.Soc.	Monthly	Chemistry
	Information Universitaire		Gift		Romance Languages
ex	Institute of International Education Bulletin (classed separately)		Gift	Irregular	General
itx	Institute of Radio Engineers Proceedings	Jones, L.	6.00	Monthly	Physics
e	Instructor	Faxon	2.05	Monthly	Education
	Intercollegian	Faxon	.90	Monthly	General
gp	International Conciliation		Gift	Irregular	History
	International Index to Periodicals	Wilson Co.	55.30		Continuation
bos	International Journal of Ethics	Faxon	3.60	Quarterly	Philosophy
e	International Journal of Religious Education	Faxon	1.15	Monthly	Religious Ed.
ipsx	International Labor Review	World Peace Foundation	6.00	Monthly	General
m	International Review of Missions	Faxon	2.50	Monthly	General

Current Magazines, page 9

Index	Name of Magazine	Source	Price	Frequency	Department
	International Student		Gift	Monthly	General
qs	Journal of Abnormal and Social Psychology	Faxon	4.90	Quarterly	Psychology
a	Journal of Agricultural Research	U.S.	Free		Botany
q	Journal of the American Medical Association	Dr.Folkins	Gift	Weekly	Zoology
s	Journal of Applied Psychology	Faxon	5.90	Bi-monthly	Psychology
aq	Journal of Bacteriology	Billings	7.50	Monthly	Botany
	Journal of Bible & Religion	Faxon			Bible
q	Journal of Biolgical Chemistry	Faxon	20.00	Monthly	Chemistry
im	Journal of Business	Faxon	3.60	Quarterly	Economics
	Journal of Calender of Reform	World Cal. Assn.	Free	Monthly	General
eitx	Journal of Chemical Educ.	Faxon	2.80	Monthly	Chemistry
lspq	Journal of Criminal Law and Criminology		3.50	Bi-monthly	Sociology
e	Journal of Educational Psychology	Faxon	5.90		General
e	Journal of Educational Research	Faxon	3.20	Monthly	Education
eitx	Journal of Engineering Education	Jones, L.	5.00		Physics
	Journal of Entymology and Zoology	Faxon	1.90	Quarterly	Zoology
qs	Journal of Experimental Psychology (with Psychological Review)	Faxon	10.50	Bi-monthly	Psychology
aq	Journal of Experimental Zoology	Faxon	22.50	Monthly	Zoology
q	Journal of General Physiology	Faxon	5.00	Bi-monthly	Zoology

Index	Name of Magazine	Source	Price	Frequency	Department
bstx	Journal of Geology	Faxon	5.40	Irregular	Geology
eq	Journal of Health and Physical Education	Faxon	4.50	Monthly	Physical Educ.
f	Journal of Hellenic Studies Society		5.00	Semi-annually	Greek
aqt	Journal of Heredity	Faxon	2.55	Monthly	Zoology
e	Journal of Higher Education	Faxon	2.25	Monthly	Education
eq	Journal of Juvenile Research	Faxon	1.15	Quarterly	Education
	Journal of Marketing (See National Markets Review)				
s	Journal of Modern History	Faxon	3.60	Quarterly	History
	Journal of the National Education Association (See N.E.A. Journal)				
	Journal of Organic Chemistry	Faxon	6.00	Monthly	Chemistry
bs	Journal of Philosophy	Faxon	3.80	Fortnightly	Philosophy
bglp	Journal of Political Economy	Faxon	4.50	Bi-monthly	Economics
bs	Journal of Religion	Faxon	3.60	Quarterly	Religious Ed.
	Journal of Research	U.S.	Free		General
pqs	Journal of Social Hygiene	Hyg. Assn.	2.00	Monthly	General
	Journalism Quarterly	Faxon	2.75	Quarterly	English
e	Junior College Journal	Faxon	2.85	Monthly	Education
e	Junior-Senior High School Clearing House	Faxon	2.50	Monthly	Education
793 K62	Kit. The Pocket Magazine of Social Recreation			Irregular	Religious Ed.
331.06 U582e	Labor Information Bulletin	U.S.	Free		
dgp	Ladies' Home Journal	Faxon	1.00	Monthly	General
	Larousse Mensuel. Illustre Revue Encyclopedique	Faxon	4.00	Monthly	Romance Languages

Current Magazines, page 11

Index	Name of Magazine	Source	Price	Frequency	Department
m	Leisure	Faxon	.75	Monthly	General
	Liberal Arts College Bulletin	Thurber	Gift	Monthly	General
bgipex	Library Journal	Faxon	4.90	Semi-monthly	General
bpsx	Library Quarterly	Faxon	4.50	Quarterly	General
dgnr	Literary Digest	Faxon	4.00	Weekly	General
dgp	Living Age	Faxon	5.75	Monthly	General
ms	London Mercury	Faxon	4.50	Monthly	English
	Los Angeles Times Mag.				General
	Madrono	Billings	2.00		Botany
ip	Magazine of Wall Street and Business Analyst				Economics
979 M42pam	The Masterkey	S.W.Museum	Gift	8 issues	Physical Educ.
pqs	Mental Hygiene	Faxon	2.50	Quarterly	Psychology
	Messenger of Wisdom				
	Mexican Labor News	Univ.of Mex.	Gift	3 times a month	
	Milbank Memorial Fund Quarterly		Gift	Quarterly	General
ms	Mind	Faxon	4.00	Quarterly	Philosophy
g	Missionary Review of the World	Faxon	2.45	Monthly	Religious Ed.
m	Missions	Faxon	1.00	Monthly	Religious Ed.
ms	Mississippi Valley Historical Review	Collins	5.00 dues	Quarterly	History
m	Modern Music	Faxon	1.75	Weekly	Music
bs	Modern Philology	Faxon	4.50	Quarterly	English
s	Monist (temporarily discont. from Jl '36)	Faxon	1.80	Quarterly	Philosophy
	Monthly Catalog of U.S. Public Documents	U.S.	Free		

Index	Name of Magazine	Source	Price	Frequency	Department
	Monthly Check List of State Publications	U.S.	Free	Monthly	
gipx	Monthly Labor Review	U.S.		Monthly	Economics
	Monthly Reports of F.E.R.A.	U.S.	Free	Monthly	General
	Monthly Summary of the League of Nations	Found. World Peace	2.00	Monthly	General
	Monthly Summary of Foreign Commerce in the U.S.	U.S.	Free	Monthly	Economics
	Monthly Weather Review	U.S.	Free	Monthly	General
	Music Clubs Magazine	Natl.Fed. Mus.Clubs	1.00	Monthly	General
	Music Maker	Faxon	3.00	Monthly	Music
	Musical America	Faxon	2.50	Weekly	Music
d	Musical Courier	Faxon	2.50	Weekly	Music
	Musical Digest	Faxon	1.60	Monthly	Music
	Musical Leader	Faxon	1.10	Weekly	Music
dg	Musical Quarterly	Faxon	2.40	Quarterly	Music
	Musical West	Faxon	1.50	Monthly	Music
bdgn	Nation	Faxon	4.25	Weekly	General
eg	National Education Association Journal	Westerberg (dues)	5.00	Monthly	Education
	National Education Assn. Research Bulletin	Westerberg	5.00	Monthly	Education
gmr	National Geographic	Faxon	3.00	Monthly	General
	National Marketing Review	Faxon	4.00	Quarterly	Economics
lpsx	National Municipal Review	Faxon	4.75	Monthly	General
	National Recreation Association Bulletin Service	Faxon	2.50	Weekly	General
336.2 N27b pam.	National Tax Association Bulletin	Tilton (dues)	5.00	Monthly	Economics
e	Nation's Schools	Faxon	1.80	Monthly	Education

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Index	Name of Magazine	Source	Price	Frequency	Department
gr	Nature Magazine	Faxon	2.40	Monthly	General
	New Outlook		2.50	Monthly	General
	New Phytologist (British)	Faxon	6.15	Monthly	Botany
bdgnq	New Republic (See Atlantic Monthly)	Faxon	4.50		
370.9 159n pam.	News Bulletin	Inst. of Int. Educ.	Gift	8 issues per year	General
	News and Views	General Motors	Gift	Monthly	General
	News Notes of California Libraries	C.L.A.	Gift	Quarterly	General
dgnpr	News Week	Faxon	3.00	Weekly	General
n	New York Times Book	Cranston	Gift	Weekly	General
	New York Times Index	Direct	26.00		General
	New York Times Magazine	Cranston	Gift	Weekly	General
dg	Nineteenth Century & After	Faxon	8.75	Monthly	General
bdg	North American Review	Faxon	4.00	Monthly	General
	Nouvelle Revue Francaise	Faxon	4.90	Monthly	Romance Languages
ep	Occupations	Faxon	2.75	Monthly	Personnel
	Official Gazette	U.S.	Free		General
	One Act Play Magazine	Faxon			Speech
	Open Court	Faxon	1.80	Quarterly	General
	Open Forum		Gift	Weekly	Economics
iqtx	Optical Society of America	Marsh	5.00	Monthly	Physics
bps	Pacific Affairs	Faxon	2.00	Quarterly	History
	Pacific Bindery Talk	Pac. Bind.	Gift	Monthly	General
	Pacific Coast Musician	Faxon	1.50	Weekly	Music
ms	Pacific Historical Review	Arther Clark	15.00 pd. from Hist. fund for maps, etc.	Quarterly	History

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Index	Name of Magazine	Source	Price	Frequency	Department
	Pan American Union Bulletin	U.S.	Free		History
e	Peabody Journal of Education	Faxon	1.85	Bi-monthly	Education
f	Pencil Points	Faxon	2.25	Monthly	Physics
	Personalist	Faxon	1.70	Quarterly	Psychology
ipx	Personnel Journal	Faxon	4.65	Quarterly	Personnel
	Le Petit Journal	Faxon	1.25	Bi-monthly	Romance Languages
s	Philosophical Review	Faxon	4.75	Bi-monthly	Philosophy
	Physical Education Digest	Faxon	1.00	Monthly	Phys. Educ.
itx	Physical Review	Marsh	10.00	Weekly	Physics
q	Physiological Review	Faxon	6.00	Quarterly	Philosophy
g	Pictorial Review			Monthly	General
a	Plant Physiology	Faxon	5.00	Quarterly	Biology
e	Plattoon School	Faxon	.90	Quarterly	Education
is	P.M.L.A. (Modern Language Assn. Publication)	Hill	Gift	Quarterly	Romance Languages
ds	Poet Lore	Faxon	6.00	Quarterly	English
bg	Poetry	Faxon	2.50	Monthly	English
bglp	Political Science Quarterly	Faxon	4.90	Quarterly	Political Sci.
st	Popular Astronomy	Faxon	3.75	Monthly	Astronomy
ip	Printer's Ink Monthly	Faxon	2.00	Monthly	Economics
ip	Printer's Ink	Faxon	3.00	Weekly	Economics
e	Progressive Education	Faxon	3.00	Monthly	Education
	The Protectionist	Tilton	Gift	Quarterly	Economics
s	Psychological Review (with Journ. of Exper. Psych.)	Faxon	10.50	Bi-monthly	Psychology
ipqs	Public Health Reports	U.S.	Free		Zoology

Index	Name of Magazine	Source	Price	Frequency	Department
ipx	Public Roads	U.S.	Free		General
gp	Publisher's Weekly	Faxon	4.90	Weekly	General
tx	Q S T Amateur Radio	Jones, L.	2.50	Monthly	Physics
gp	Quarterly Journal of Economics	Faxon	4.00	Quarterly	Economics
de	Quarterly Journal of Speech	Faxon	2.40	Quarterly	Speech
aq	Quarterly Review of Biology	Faxon	4.00	Quarterly	Zoology
	Radio	Jones, L.	2.50	10 issues per year	Physics
gr	Reader's Digest	Faxon	2.75	Monthly	General
	Reader's Guide to Periodical Literature	Wilson Co.	25.40		Continuation
	The Reclamation Era	U.S.	Free		General
gp	Recreation	Faxon	1.75	Monthly	Physical Ed.
	Redlands Daily Facts	Facts Off.	7.00	Daily	General
e	Religious Education	Faxon	3.50	Monthly	Religious Ed.
e	Research Quarterly	Faxon	5.50	Quarterly	Physical Ed.
e	Review of Educational Research	Westerberg	4.00	Monthly	Education
bgr	Review of Reviews	Faxon	2.10	Monthly	General
ix	Review of Scientific Instruments	Marsh	3.00	Monthly	Physics
	Revue des Philologie	Faxon	4.50	Weekly	Romance Languages
s	Revue des Deux Mondes	Faxon	10.65	Bi-monthly	Romance Languages
s	Romantic Review	Faxon	3.50	Quarterly	Romance Languages
g	Rotarian		Gift	Monthly	General
	Rural Electrification News	U.S.	Gift		
	San Bernardino Sun	Direct		Daily	General

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Index	Name of Magazine	Source	Price	Frequency	Department
	Santa Fe Magazine	Santa Fe R. R.	Gift	Monthly	General
g	Saturday Evening Post	Faxon	2.00	Weekly	General
bdg	Saturday Review of Lit.	Faxon	2.50	Weekly	General
e	School and Society	Faxon	4.90	Weekly	Education
beg	School Arts Magazine	Faxon	2.70	Monthly	Education
e	School Executive Magazine	Faxon	1.90	Monthly	Education
egp	School Life	U. S.	Free	Monthly	Education
e	School Management	Faxon	.75	Monthly	Education
beg	School Review	Faxon	2.40	Monthly	Education
giqtx	Science	Marsh	5.00	Monthly	Marsh
	Science Abstracts	Marsh	3.00	Monthly	Physics
tx	Science News Letter	Marsh Van Osdel	3.00	Monthly	Physics Astronomy
dgirtx	Scientific American	Faxon	2.50	Monthly	General
gqx	Scientific Monthly	Van Osdel Billings	5.00	Monthly	Botany Astronomy
	Scientific Temperance Journal		Gift	Monthly	General
dgr	Scribner's Magazine	Faxon	2.50	Monthly	General
	Scripta Mathematica	Faxon	5.00	Quarterly	General
x	Seismological Society of America Bulletin	Van Osdel	3.00	Monthly	Astronomy
s	Sewanee Review	Faxon	.90	Quarterly	General
e	Sierra Educational News	Faxon	1.75	Monthly	Education
	Sky (See Hayden Planetarium Bulletin)				
	Smithsonian Institute Publications	U.S.			General
gs	Social Forces	Faxon	3.75	Quarterly	Sociology

Index	Name of Magazine	Source	Price	Frequency	Department
p	Social Science	Faxon	1.00	Quarterly	Sociology
bemp	Social Studies	Faxon	1.90	Monthly	General
ps	Sociology and Social Research Journal	Faxon	2.00	Quarterly	Sociology
	Soil Conservation	U.S.	Free	Monthly	General
ps	South Atlantic Quarterly	Faxon	2.75	Quarterly	General
	Southern California White Ribbon			Monthly	General
	Southland Saga		Gift	Monthly	General
m	Southwestern Historical Quarterly	Faxon	2.70	Quarterly	History
	Southwestern Musician				
	Specialty Salesman		Gift	Monthly	Economics
	Sportswoman	Faxon	2.25	Monthly	Physical Ed.
dn	Stage	Faxon	2.50	Monthly	Speech Educ.
	Stanford Illustrated Review	Hill	Gift	Monthly	General
	The Strad	Faxon	1.65	Monthly	Music
	Studies in Education of the Natl. Soc. of College Teachers	Faxon	1.50		
s	Studies in Philology	Faxon	2.90	Quarterly	English
	Sunset		Gift	Monthly	General
bgpqr	Survey (with Survey Graphic)	Faxon	4.75	Monthly	General
bgpq	Survey Graphic with Survey	Faxon	4.75	Monthly	General
ip	Survey of Current Business	U.S.	Free		Economics
Z36.2 C15t	Tax Digest	U.S.			General
e	Teacher's College Record	Faxon	2.25	Monthly	Education
	Techne		Gift	Bi-monthly	Education

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Index	Name of Magazine	Source	Price	Frequency	Department
x	Technology Review	Faxon	3.15	Monthly	Physics
bdgn	Theatre Arts Monthly	Faxon	4.00	Monthly	Speech Educ.
dgrn	Time	Faxon	5.00	Weekly	General
	Torrey Botanical Club Bul.	Faxon	5.90	Monthly	Botany
	Townsend Plan Weekly		Gift	Weekly	General
e	Training School Bulletin	Faxon	.90	Monthly	Education
g	Travel	Faxon	2.00	Monthly	General
	Travel in Japan		Gift		General
341.273 U5t	Treaty Information Bulletin	U.S.			General
	Trend of Employment	U.S. (see Employment & Payrolls)			General
	U. of R. Alumnus		Gift	Quarterly	General
	U. of R. Campus		Gift	Weekly	General
	Uniform Crime Reports	U.S.			Sociology
	Union Signal		Gift		
	Universidad		Gift		Romance Languages
p	United States News	Faxon	1.75	Weekly	General
383.4 U50	U.S. Official Postal Guide	U.S.	Gift		General
e	University High School Journal		Gift	Semi-annual	General
	University Placement Review	Direct	1.00	Monthly	Education
g	Vital Speeches	Faxon	2.70	Bi-monthly	Speech Educ.
	Watchman Examiner	Faxon	2.50	Weekly	General
	Weekly List of Selected U.S. Government Publications	U.S.			
	Westways		Gift	Monthly	General
agpr	Wilson Bulletin		Gift	Monthly	General

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Index	Name of Magazine	Source	Price	Frequency	Department
	Words	Faxon	1.00		English
	Word Study		Gift		English
p	World Affairs	Faxon	2.90	Quarterly	General
p	World Affairs Interpreter	Symmes	1.00	Quarterly	Political Sci.
	World Tomorrow (merged with Christian Century)				
	Yale Divinity News		Gift	Quarterly	Relig. Educ.
bdgp	Yale Review	Faxon	3.75	Monthly	General

(Ordered from the F. W. Faxon Company in May, 1937, to come from the 1937-38 Budget)
Geological Society of America, Bulletin - Prof. Van Osdel
Journal of Bible and Religion - Prof. Lynn
Musical Courier - Prof. Olds
One Act Play Magazine - Prof. Olds

RESERVED BOOKS

Astronomy and Paleontology; Physical Science Survey	42	Van Osdel
Bible General	30	Lynn
Bible 33	3	Lynn
Bible 103	34	Lynn
Bible 121	51	Lynn
Bible 120	1	Lynn
Bible 131 and 132	66	Lynn
Bible 134	75	Lynn
Bible 135 and 136	21	Lynn
Bible 143	9	Lynn
Bible 130	27	Lynn
Bible Tutorial Sem. 1	1	Lynn
Bible Tutorial Sem. 2	1	Lynn
Bible Tutorial Sem. 3	4	Lynn
Biological Science	100	Cragg, Moore, Davies
Economics General	3	Jacobson
Economics 11 and 144	22	Jacobson
Economics 12	60	JacobsOn
Economics 137 and 138	20	Jacobson
Economics 139	11	Jacobson
Economics 146	15	Jacobson
Economics 148	15	Jacobson
Economics 135	9	Jacobson
Economics	5	Jacobson
Economics General	3	Tilton
Economics 31 and 32	41	Tilton
Economics 131	12	Tilton
Economics 132	13	Tilton
Economics 133	93	Tilton
Economics Seminar	21	Tilton
Economics 136	2	Tilton
Education 111	9	Davies
Education 119 and 120	111	Hidden
Education 211S	5	Hidden
Education 12-112	42	Sales
Education 105	32	Sales
Education 106	80	Sales
Education 107	44	Sales
Education 110	0	Sales
Education 109	4	Sales
Education 198	48	Sales
Education 211	3	Sales
Education 101 and 102	27	Sanders
Education 102	30	Sanders
Education 104	25	Sanders
Education 109	37	Sanders
Education 113	5	Sanders
Education 114	20	Sanders
Education 103	35	Westerberg

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Education 206	40	Westerberg
Education 208	33	Westerberg
Education 208b	6	Westerberg
Education 201	23	Westerberg
Education Teachers Seminar	11	Westerberg
English 2	21	Harrison
English 3 and 4	18	Harrison
English 166	71	Harrison
English 116	10	Harrison
English Seminar 1	49	Harrison
English 152	2	Harrison
English 61 and 62	17	Mattingly
English 101	6	Mattingly
English 161	4	Mattingly
English T. S. 2	10	Mattingly
English 63	8	Nelson
English 109 and 110	34	Nelson
English 62	4	Nelson
English 173	6	Nelson
English 178	0	Nelson
English, Freshman	13	Keith
English 135	30	Harrison
German 3 and 4	30	Ebel
German 7 and 8	11	Ebel
German Seminar	98	Ebel
Greek Reference	25	Kyle
Greek 11 and 12	43	Kyle
Greek 11 and 112	55	Kyle
History: Social Science	36	Cranston
History Jr. T. S. 2	73	Cranston
History 3 and 123	1	Merrill
History 21	4	Raymer
History 55	1	Merrill
History 107	1	Raymer
History 108	12	Raymer
History 110	24	Cranston
History 114	9	Raymer
History 117	27	Raymer
History 127	11	Merrill
History 130	13	Raymer
History 200	1	---
History Sem. 1	21	Cranston
History Sem. 3	1	Raymer
History T. S. 6	23	Merrill
Metaphysics	23	Klausner
Music 18	3	Bachmann
Music 28	13	Cartlidge
Music 111 and 112	34	Poister
Philosophy 105	10	Klausner
Philosophy 109 and 110	29	Klausner
Physical Education 4	1	Cragg
Physical Education 110	54	Davies
Physical Education 151	2	Davies

Physical Education 161	1	Davies
Physical Education 164	1	Davies
Physical Education 166	3	Davies
Physical Education General	127	Cragg
Physical Education General	16	Cunningham
Physical Education General	7	Cushman
Physical Education General	20	Davies
Political Science 11	14	Hyink
Political Science 104	28	Fouts
Political Science 131	5	Fouts
Political Science 132	18	Fouts
Political Science 134	2	Fouts
Political Science Sem. 1 & 2	45	Fouts
Political Science General	20	Fouts
Religious Education 1 & 2	38	Raffety
Religious Education 101	51	Raffety
Religious Education 102	30	Raffety
Religious Education 109 & 110	27	Raffety
Religious Education 120	1	Raffety
Religious Education 121	2	Raffety
Religious Education 131 & 132	6	Raffety
Religious Education Sem. 1 & 2	139	Raffety
Religious Education Sem. 3 & 4	151	Raffety
Romance Languages		
French 3 and 4	17	Page
French 101 and 102	26	Page
French 103 and 104	28	Hill
French 107 and 108	77	Hill
French 109	2	Hill
French 111	22	Hill
French Reference	143	
Spanish 3 and 4	38	Price
Spanish 103 and 104	46	Hill
Spanish 107 and 108	64	Hill
Spanish 109 and 110	65	Hill
Spanish 111	32	Hill
Spanish Reference	51	
Spanish Sem. 1 and 2	10	Hill
Spanish 197 French 198	12	Hill
Spanish T. S. 3 and 4	2	Hill
Sociology General	2	Carlson
Sociology 102	55 (28 plus 27)	Carlson
Sociology 11	22	Carlson
Sociology 112	40(11 plus 29)	Carlson
Sociology 123	28	Carlson
Sociology 124	11	Carlson
Sociology126	23	Carlson
Sociology Seminar	36	Carlson

REGULAR STUDENT STAFF

Paid from 2700
and fines.

Name	Type of Work	Amount Earned
Booker, Helen	Types - Catalog Dept.	$ 78.75
Caven, Eldeen	Orders	99.75
Cofer, Janet	Types - Catalog Dept.	107.10
Collins, Copp	Stacks	78.05
Flanagin, Marion	Collateral & Circulation	100.45
Fordham, Forrest	Desk	124.60
Freel, Hazel	Mail	92.75
George, Lillie	Types - Cat. Dept. & Desk	77.35
Hagg, Bert	Stacks	83.65
Hamako, Tokumi	Letters - Catalog Dept.	82.95
Hamilton, John	Periodicals & Binding	57.05
Hennessee, Don	Catalog & Desk	11.55
Hokanson, Irene	Fines	35.35
Johanson, Alva	Stacks	104.30
Kewish, Wesley	Government Documents	69.30
Launer, Leland	Stacks	70.35
Lockwood, Roy	Desk	123.90
Lundquist, Janet	Desk	54.25
Maris, Barbara	Stacks & Collateral	37.80
May, Ellen	Fines	125.30
Mesker, Roy	Mailman & Stacks	13.30
Moore, Ruth	Collateral & Stacks	87.85
Murray, John	Stacks	36.75
Peters, Dora	Desk & Collateral	72.10
Rink, Malcolm	Stacks	98.35
Rollins, June	Desk (Summer)	18.90
Stevens, Frances	Desk & Stacks	99.05
Thompson, Roberta	Stacks & Collateral	116.90
Webster, David	Desk	104.65
Willis, Ruth	Study Hall & Collateral	91.00
Winters, Sydney	Stacks & Collateral	54.25
Estimate from May 15 to June 15		292.35
	TOTAL	$2,700.00

Owings, Harry	Janitor	Paid from janitor fund

(The above includes an estimate from the period of May 15 to June 30.)

Due to irregularities, some of the students' names appear on both lists of workers.

STUDENT STAFF

paid from the

NATIONAL YOUTH ADMINISTRATION

Name	Type of Work	Amount Earned
Caven, Eldeen	Orders	$ 79.80
Cofer, Janet	Types - Catalog Dept.	11.20
Collins, Copp	Stacks	61.95
Demaree, Virginia	Desk	76.60
Easton, Byron	Circulation	124.25
Flanagin, Marion	Collateral	77.05
Fordham, Forrest	Desk & Reference	39.20
George, Lillie	Types - Catalog Dept.	65.80
Hagg, Bert	Stacks	77.05
Hamako, Tokumi	Lettering	79.80
Hamilton, John	Periodicals & Binding	65.10
Hennessee, Don	Types - Pamphlets	189.55
Hokanson, Irene	Fines	79.80
Howell, Bernice	Orders	145.28
Hughes, Kathleen	Miscellaneous - Cat. Dept.	169.75
Jenkins, Grace	Desk	163.10
Johanson, Alva	Stacks	15.05
Johnson, Dorothy	Desk	172.20
King, Marjorie	Desk	130.55
Lolmaugh, Wilma	Types - Catalog Dept.	100.80
Mallonee, Walter	Desk	178.85
Maris, Emily	Files at Desk	169.40
Mesker, Roy	Mailman & Stacks	67.90
Murphy, Ruth	Desk	154.35
Peters, Dora	Desk	8.40
Plagens, Carol	Miscellaneous - Cat. Dept.	140.35
Raitt, John	Study Hall & Desk & Collat.	146.30
Raitt, Walton	Government Documents	76.30
Rink, Malcolm	Stacks & Desk	79.80
Stenger, Beth	Shelving Collat. Books	122.15
	TOTAL	$ 3,067.68

(The above includes an estimate from the period of May 15 to June 30.)

REPORT OF THE CATALOG DEPARTMENT

May 1, 1936 - April 30, 1937

The work of the catalog department has been defined in previous reports, especially in the first paragraph of the report for 1934-35. The statistical report attached, herewith, shows the amount of work done during the present year.

The care of the new acquisitions is the first concern of the department, but it has been possible to devote much time to checking the cataloging of books already in the library, but whose cataloging has been inadequate for the subject matter. Many new subject cards have been added, and over 550 analytical, reference, and series cards. These aid materially in making accessible the materials of the library, and it is to such work that the term "recataloging" is applied. Work on some 1600 books has been completed this year.

In October, 1936, it was decided to resume the making of a public shelf list. This project had been discontinued in the autumn of 1935. This necessitated much additional work in checking which would have been unnecessary has the project been continued.

Two major cooperative projects required about a month of the cataloger's time. One was the checking of the periodicals in the library for the revision of the "Union list of periodicals in the libraries of Southern California." The other was a checking of all continuations, not in the periodical list, for a "Union list of serials" of the same sectional libraries.

It is hoped that much more progress may be possible in the recataloging project during the next year.

Esther Hile
Catalog Librarian

THE LIBRARY OF THE
NOV 1 - 1948
UNIVERSITY OF ILLINOIS

Report of Classification and Cataloging (May 1, 1936-April 30, 1937)

BOOKS CLASSIFIED AND CATALOGED:

Miscellaneous gifts and purchases	1,274		
Government documents	486		
Total		1,760	
Books recataloged		1,599	
Total			3,359

. . . . . .

CARDS FOR CATALOG:

New books, government documents and recataloged books	8,572		
Added copies and continuations	82		
Series cards	9		
Analytical cards	303		
Reference cards	247		
Total			9,213

CARDS FILED IN SHELF LISTS:

New books, government documents and recataloged books:				
Official shelf list	2,261			
Public shelf list	2,036			
Total new cards		4,297		
Added copies and continuations:				
Official shelf list	184			
Public shelf list	116			
Total		300		
Total shelf cards filed			4,597	
MISCELLANEOUS CARDS FILED:			253	
Total cards made and filed				14,063

GOVERNMENT DOCUMENTS
May 1, 1936 - April 30, 1937

The following report indicates the total number of federal and state documents now available for use. All documents now available have been entered in a permanent checking record from which one can readily determine the documents in the library.

. . . . . .

BOOKS AVAILABLE

Federal documents on hand April 30, 1936	3,086		
" " cataloged 1936-37	472		
	3,558		
" " withdrawn 1936-37	20		
Total on hand		3,538	
State documents on hand April 30, 1936	240		
" " cataloged 1936-37	14		
Total on hand		254	
Total federal and state books on hand			3,792

PAMPHLETS AVAILABLE

Federal documents on hand April 30,1936	8,358		
" " cataloged 1936-37	2,307		
	10,665		
" " withdrawn	742		
Total on hand		9,923	
State documents on hand April 30, 1936	1,635		
" " cataloged 1936-37	226		
Total on hand		1,861	
Total federal and state pamphlets on hand			11,784
TOTAL FEDERAL AND STATE DOCUMENTS ON HAND			15,576

. . . . . .

DOCUMENTS BY CLASSES ON HAND
April 30, 1937

Dewey decimal classification number	FEDERAL DOCUMENTS Books	FEDERAL DOCUMENTS Pamphlets	STATE DOCUMENTS Books	STATE DOCUMENTS Pamphlets	TOTAL Books	TOTAL Pamphlets	GRAND TOTAL
000	106	518			106	518	624
100	6				6		6
200	2				2		2
300	1,877	5,107	152	133	2,029	5,240	7,269
400	2				2		2
500	901	620	40	145	941	765	1,706
600	285	3,528	43	1,579	328	5,107	5,435
700	10	71			10	71	81
800			4		4		4
900	349	79	15	4	364	83	447
Total by class	3,538	9,923	254	1,861	3,792	11,784	15,576

EXPENDITURES FOR THE YEAR 1936-1937

Budget:			
From the Board of Trustees	$7,300.00		
Fines from overdue books (Includes an estimate from May 15 to June 30)	300.00	$7,600.00	
Expenditures:			
Books, periodicals, binding (Capital outlay):			
Departmental books and magazines	$2,135.97 x (See attached sheet)		
General			
Books	410.42		
Magazines	275.53		
Continuations	545.01		
Library of Congress Cards	150.00		
Binding	707.34	$4,224,27	
Printing and supplies	$ 466.21		
Student help	2,700.00	$3,166.21	$7,390.48
Balance on hand (to cover outstanding bills)			$209.52

Expenditures - Departmental
1936-1937

Books and magazines:

Astronomy, Geology	$ 71.91
Bible	65.91
Botany	144.06
Chemistry	107.93
Economics	158.91
Education	197.61
English	151.66
German	45.00
Greek, Latin	61.19
History	168.39
Mathematics	23.68
Music	64.95
Philosophy	100.02
Physical Education	68.89
Physics	113.05
Political Science	59.17
Religious Education	32.20
Romance Languages	156.90
Sociology	116.30
Speech Education	85.23
Zoology	143.01
TOTAL	$ 2,135.97 x

The functions of the library so far as they concern the use of books are:

(1) To furnish books required for collateral reading;
(2) To furnish and to promote the use of books for voluntary reading;
(3) To provide a comprehensive selection of authoritative books covering all fields of knowledge;
(4) To train students in the use of the library materials and to integrate the library with the instructional program.

For the past three years, it has not been possible to undertake to carry out Nos. 2 and 3 of the above functions. We have had to restrict our duties to those functions which we could successfully perform within the limits of our budget and our personnel, and, even then, we have not been able to fully meet those needs. We have had to scrutinize proposals, as, materials for graduate work made by professors for additions to the responsibilities of the library, and have had to indicate those which may be undertaken within the limits of our budget. We have asked them to keep these suggestions in mind for future larger budgets. The library looks upon each member of the faculty, as, in a real sense, a member of the library staff, and as responsible with it for the selection of the proper books, and for their use.

Your librarian has conferred with each member of the faculty to learn the most important needs to meet the demands of his teaching requirements for the coming year, with the result that an increase of $925.00 is desirable.

Before the depression, our budget allowed for the purchase of books for the functions mentioned in Nos. 2 and 3 above, which are now being supplemented by books borrowed from our city library. Since the depression, we have also added graduate work to our curriculum which needs additional budget provision. This is being partially met by inter-library loans, especially from the University of California and the State Library at Sacramento, but there is no reservoir to supply departmental needs. It is, therefore, essential that we ask for an increase of nine hundred and twenty-five dollars, ($925.00) for the departmental budget, as outlined on the following page.

Department	Present Appropriation	Request	Difference
Astronomy	$ 60.00	$ 100.00	$ 40.00
Bible	60.00	100.00	40.00
Biological Science		100.00	100.00
Botany	110.00	200.00	90.00
Chemistry	75.00	125.00	50.00
Economics	140.00	200.00	60.00
Education	140.00	200.00	40.00
English	160.00	200.00	40.00
German	100.00	100.00	00.00
Greek, Latin	50.00	50.00	00.00
History	140.00	200.00	60.00
Mathematics	40.00	50.00	10.00
Music	75.00	75.00	00.00
Philosophy	85.00	200.00	115.00
Physical Education	40.00	60.00	20.00
Physics	90.00	100.00	10.00
Political Science	75.00	100.00	25.00
Religious Education	75.00	100.00	25.00
Romance Languages	105.00	125.00	20.00
Social Science Survey	25.00	25.00	00.00
Sociology	120.00	150.00	30.00
Speech Education	50.00	100.00	50.00
Zoology	120.00	200.00	80.00
			$ 925.00

Apportionment for 1937-38 if the $925.00 is granted:

Capital outlay		$5025.00
Departmental books and magazines	$2860.00	
Continuations	500.00	
Library of Congress Cards	150.00	
Binding	600.00	
Current Magazines-General	275.53	
General funds	639.47	$5025.00

BUDGET REQUEST FORM

Subject Matter Field: Library

(1) Salary

Budget for 1936-1937		Budget Request for 1937-1938	
(2) Wages	$2700.	Wages (student help). . . .	$2700.
(3) Supplies and repairs		Supplies	400.
(4) Office and travel	100.	Office	50.
(5) Printing & Publication .	400.	Printing	50.
(6) Books and equipment			
(7) Unclassified			
(8) Sub-total			
(9) Capital outlay	*$4100.	Capital outlay	*$4100.
		(Additional appropriation if possible)	925.
			$5025
(10) Total	$7300.	Total	$7300.
		(Additional appropriation if possible)	$925.
		Total	$8225.

Books - Departmental	$1339.53	Books - Departmental	$1339.53 xx
Books - General	329.79	(Additional appro-	925.00
Binding	600.00	priation if possible)	
Continuations	500.00		
Library of Congress Cards	150.00		$2244.68
Magazines-Current-General	275.53		
Mag.-Current-Departmental	905.15	Other items the same as last yr.	
			*$4100.00
	*$4100.00	(Additional appro-	925.00
		priation if possible	
			$5025.00

See page 12 (2) xx

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1937/38

LIBRARY OF THE
AMERICAN LIBRARY ASSOCIATION

NOV 3 - 1938

REPORT OF THE LIBRARIAN

To the President:

The following report of the library is for the year 1937-38.

Hours

The library has been kept open during the winter sessions from 7:30 A. M. to 9:45 P. M. on class days; from 8:00 A. M. to 5:30 P. M. on Saturdays; from 2:00 P. M. to 5:00 P. M. on Sundays. Since November it has been closed during the dinner hour on class days. During the summer session it was opened from 7:30 A.M. to 5:00 P. M. on class days, and from 8:00 A. M. to 12:00 M. on Saturdays. During the intersessions and vacation periods it was opened to the public from 8:00 A. M. to 12:00 M. and closed on holidays.

Additions

There have been added to the shelves during the year, May 1, 1937 - April 30, 1938, 2331 volumes (last year 2384); of these additions 1022 were purchases (last year 1039), 475 gifts (last year 341), 451 government documents (last year 466), 335 were added by binding (last year 356), 48 old books on hand (last year 182).

For accession statistics, see appended sheets, nos. 1-4.

No. 1 - Accessions
No. 2 - Number of books added in each class
No. 3 - Total number of books in each class
No. 4 - Volumes added to the library each year

Gifts

The most outstanding gift to the library, and one for which we are very appreciative, is that made possible by the Trustees' action whereby the interest accrued from the Hornby gift is to be used for library equipment until such time as the principal is used for a building. None of this money has been used, but it will be available for the 1938-39 fiscal year.

The Lyons Foundation fund of $300.00 has been available for purchases in economics and the social sciences.

Miss Mary Joy Lombard has been throughout the years one of our outstanding donors. Her contributions have been largely in the modern language fields. Upon her death, 180 additional volumes were given to the library from her library.

THE LIBRARY OF THE
JUN 25 1951
UNIVERSITY OF ILLINOIS

The Riverside Public Library gave to the library 110 government documents. These enabled us to fill in many gaps in our files.

REPORT OF THE LIBRARIAN

To the President:

The following report of the Library for the year 1937-38.

Hours The Library has been kept open during the entire year, from 7:00 A. M. to 8:45 P. M. on class days; from 8:00 A. M. to 5:30 P. M. on Saturdays; from 2:00 P. M. to 5:00 P. M. on Sundays. Also on Monday it was been closed during the afternoon on class days. During the summer session it was open from 7:00 A.M. to 6:30 P. M. on class days, and from 8:00 A. M. to 12:00 M. on Saturdays. During the intersession and vacation periods it was opened to the public from 8:00 A. M. to 12:00 M. and closed on holidays.

Additions There have been added to the Library during the year, May 1, 1937 - April 30, 1938, 1281 volumes (last year 2024), of these additions 1023 were purchases (last year 1024), 172 gifts (last year 80), 1 exchange (last year 1000), 85 were government documents (last year 200), 224 were added by binding (last year 210), 24 old books on hand (last year 180).

For accession statistics, see attached sheet, nos. 1-4.

No. 1 - Accessions
No. 2 - Number of books added in each class
No. 3 - Total number of books in each class
No. 4 - Volumes added by the Library each year

Gifts The most outstanding gift to the Library, and one for which we are very appreciative, is that made possible by the Trustees' action giving the Library most of the Library gift is to be used for library equipment with what is the balance is used for a building. Some of this money has been used, but it will be available for the 1938-39 fiscal year.

The Jones Foundation fund of $2,000.00 has been available for purchases in accordance all the school interests.

Miss Mary Joy Lambert has been throughout the year one of our outstanding friends. Her contributions have been largely in the Indian Language field. Upon her death, 150 additional volumes were given to the Library from her library.

Discoveries The University Public Library gave to the Library 120 pamphlets and 1 [illegible] which added to its [illegible] in use files.

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We appreciate these gifts, as well as those of all our donors whose names are given in the appended sheet, no. 5.

Periodicals

There have been 390 periodical titles received currently. Th current ssues are kept in the reading room. As soon as a volume is completed, and the index has arrived, the majority of these are bound.

Reserved Books

Three types of collateral books are used by the faculty for their classes: desk, overnight, and three day. The last two are used from the open shelves. No record has been kept of the number of books placed on collateral by the library.

Fines

The following fines are charged on overdue books: two cents a day for 28 day books; ten cents a day for three day collateral bo ks; and twenty-five cents per hour for the first two hours, and ten cents per hour thereafter for the hours the library is open for use, with twenty cents charged for each night for desk, overnight, periodicals, and reference books. A deposit fee of three dollars is paid by each regularly enrolled student, and all fines are deducted from this fee. If fines are in excess of the deposit fee, the business office collects the additional amount.

Staff

Since the first week in January Miss Eleanor Symmes has been confined in the hos ital and at her home due to an injury to her back. During the first month of her absence the work was carried on by the Catalog Librarian and student help, butat the end of that time it was found necessary to have additional help. Mrs. Doris Murdock was employed part time for catalog work, beginning with February 7, and expects to continue until June 1. Mrs. Mary Klausner was employed for part ti e, beginning on April 4, and will continue until the end of the semester, June 10. Both women are graduates of library schools, and are very competent help. George Stevens, an alumnus of the school, has assisted during the school year by having charge of the circulation and reference work two evenings a week.

There have been forty-seven student helpers on the library staff. Nine of these have been paid by the National Youth Administration, and thirty-eight from the regular college funds. See appended sheet, no. 9.

Catalog Department

Eight students have assisted in the catalog department. The catalog librarian has charge of the government documents, the mending, the binding, and all classification and cataloging. For the catalog librarian's report see appended sheets, no. 6 (1)-(3).

Periodicals

[illegible] Times (The) [illegible] [illegible] [illegible]

Reference The reference work has been carried on as usual. With the limited professional staff not much can be done in this field, although it is very important work. Mrs. Klausner has been giving valuable service in this department since she was added to the staff.

Loans The library does not keep a record of circulation statistics. By the system of inter-library loans, it is possible for us to obtain books from the Los Angeles Public Library, The State Library, etc. This is a great help in subject fields where we do not have the necessary books, but a privilege which must not be abused.

Expenditures The expenditures for the year are not included in this report, but appended sheet, no. 8 gives the budget for 1937-38. A complete financial report will be made at the end of the fiscal year, or June 30, 1938.

Library Committee The Library Committee met on May 12. At this time it was voted to submit the proposed budget of appended sheet no. 7, to the Budget Committee.

Library Instruction During Freshman week the new students are given an inspection tour of the library. An explanation of the loan system, the card catalog, etc., is made. A course in library science is offered each semester. Mrs. Maude Carlson has taught this course during the second semester.

I wish to extend my thanks for the fine cooperation of Dean Marsh and the Trustees in making the necessary staff adjustments to meet the emergency of the past five months. Mrs. Murdock, Mrs. Klausner, Miss Anne Redden, and Mr. Forrest Fordham have rendered a fine service, and it has been a pleasure to work with them. It is never easy to take up another's work unexpectedly, but with the fine spirit of my fellow workers, and their help, it has been an enjoyable semester.

Respectfully submitted

Esther Hile

Esther Hile
Acting Librarian

Reference The reference work has been carried on as usual, with the limited personnel staff but much can be done in this field, although it is very laborious work. Mrs. Vincent has been giving valuable service in this department since she was added to the staff.

Loans The Library does not keep a record of circulation statistics. In the study of Inter-Library Loans, it is possible for us to obtain books from the Los Angeles Public Library, The State Library, etc. This is a great help in subject fields where we do not have the necessary books, but a privilege which must not be abused.

Expenditures The expenditures for the year are not included in this report, but appended about, so, I give the budget for 1947-48. A complete financial report will be made at the end of the fiscal year, or June 30, 1948.

Library Committee The Library Committee met on May 12. At this time it was voted to submit the proposed budget as appended about to, V. to the Budget Committee.

Library Instruction During February and the four students are given an instruction tour of the Library. An explanation of the Lane system, the card catalog, etc., is made. A course in Library Science is offered each semester, Mrs. Anna Carlson has taught this course during the second semester.

I plan on going on leave for the film conservation of Dean Marer and the Trustees in making the necessary slight adjustments to meet the emergency of the past five months. Mrs. Stevens, Mr. Thomas, Mrs. Anna Carlson, and Mr. Robert Vincent have rendered a fine service, and it has been a pleasure to work with them. It is hard for me to take my vacation very seriously, but with the fine spirit of the Faculty members, and their help, it has been an enjoyable experience.

Respectfully submitted,

Elizabeth Wells

Encl: File
Letter Librarian

ACCESSIONS 1937-38

Volumes accessioned April 30, 1937			50766	
Volumes added by gifts:				
General	474			
Vertical file service	1			
Total		475		
Volumes added by purchase		1022		
Volumes added by binding		335		
Government documents accessioned (new)		451		
Old books, on hand, accessioned		48		
Total number added			2331	
Total number accessioned April 30, 1938				53097
*Total number withdrawn April 30, 1938				1534
Total on hand				51563

*A large number of volumes which have been lost for some time should be withdrawn as soon as there is sufficient time. Student helpers are not qualified for the necessary checking.

PAMPHLETS

Number of pamphlets on hand April 30, 1937			17602	
Number of pamphlets added				
Government documents		2412		
Information file		1085		
Miscellaneous classified		190		
Total			3687	
Total				21289
Number of pamphlets withdrawn				592
Total on hand				20697

ACCESSIONS 1953-54

Volumes accessioned April 30, 1953	42,000
Volumes added by gifts:	
General 474	
Vertical file service 2	
Total 476	
Volumes added by purchase	3,000
Volumes added by binding	304
Government documents accessioned (dev)	681
Old books, on hand, uncataloged	28
Total number added	4,493
Total number withdrawn April 30, 1954	2,000*
*Total number discarded April 30, 1954	1,493
Total on hand	43,507

*A large number of volumes which have been lost for many years should be withdrawn as soon as there is sufficient time. Present figures are not justified for the necessary deduction.

CIRCULATION

Number of patrons on roll April 30, 1954	1,900
Number of patrons added:	
Government employees 1,415	
Information file 1,000	
Miscellaneous classified 1,000	
Total 3,415	
Total	5,315
Number of patrons withdrawn	1,000
Total on hand	4,315

Number of books added in each class
May 1, 1937-April 30, 1938

Dewey decimal classification number	Name of class	Government documents	General	Total
000	General works; Encyclopedias, yearbooks, journalism, etc.	10	30	40
100	Philosophy, Psychology, etc.		61	61
200	Religion, Bible, etc.		98	98
300	Sociology, economics, education, etc.	298	352	650
400	Philology		11	11
500	Sciences: Physics, chemistry, biology, mathematics, etc.	38	115	153
600	Useful arts	40	77	117
700	Fine arts: music, drawing, etc.		92	92
800	Literature: American, English, French, German, Spanish, etc.		210	210
900	History, travel, biography	18	111	129
		404	1157	1561

Number of books added by each Dewey
DDC 8, SUBT-AREA 00, 1968

Dewey decimal classification number	Name of class	Government documents	General	Total
000	General works, encyclopedias, yearbooks, journalism, etc.	[illegible]	[illegible]	[illegible]
100	Philosophy, psychology, etc.		[illegible]	[illegible]
200	Religion, bible, etc.		[illegible]	[illegible]
300	Sociology, economics, commerce, etc.		[illegible]	[illegible]
400	Philology		11	11
500	Science: physics, chemistry, biology, mathematics, etc.	[illegible]	[illegible]	[illegible]
600	Useful arts	[illegible]	[illegible]	[illegible]
700	Fine arts: music, drawing, etc.		[illegible]	[illegible]
800	Literature: American, English, French, German, Spanish, etc.		110	110
900	History, travel, biography	[illegible]	[illegible]	[illegible]

TOTAL NUMBER OF BOOKS IN EACH CLASS
April 20, 1938

Dewey decimal classification number	Name of class	Total classed	Withdrawn	Total
000	General works: Encyclopedias, yearbooks, journalism, etc.	938	28	910
100	Philosophy, psychology, etc.	1591	10	1581
200	Religion, Bible, etc.	4221	43	4178
300	Sociology, economics, education, etc.	9096	21	9075
400	Philology	993		993
500	Science: Physics, chemistry, biology, mathematics, etc.	3547		3547
600	Useful arts	1634		1634
700	Fine arts	1198		1198
800	Literature: American, English, French, German, Spanish, etc.	11425	33	11392
900	History, travel, biography	7142	6	7136

TOTAL STORES OF BOOKS IN ANCO ISLAND
April 30, 1[illegible]

Dewey Decimal classification number	Name of class	Total stores	[illegible]	Total
000	General works, bibliography, Encyclopedias, Journalism, etc.	[illegible]	[illegible]	[illegible]
100	Philosophy, psychology, etc.	[illegible]	[illegible]	[illegible]
200	Religion, Bible, etc.	[illegible]	[illegible]	[illegible]
300	Sociology, economics, statistics, etc.	[illegible]	[illegible]	[illegible]
400	Philology	[illegible]		[illegible]
500	Science: physics, chemistry, biology, mathematics, etc.	[illegible]		[illegible]
600	Useful arts	[illegible]		[illegible]
700	Fine arts	[illegible]		[illegible]
800	Literature: American, English, French, German, Spanish, etc.	[illegible]	[illegible]	[illegible]
900	History, travel, biography	[illegible]	[illegible]	[illegible]

VOLUMES ADDED TO THE LIBRARY EACH YEAR

April 30, 1938

Year	Number
1912-1913	218
1913-1914	376
1914-1915	660
1915-1916	505
1916-1917	351
1917-1918	186
1918-1919	304
1919-1920	833
1920-1921	1071
1921-1922	981
1922-1923	1200
1923-1924	2078
1924-1925	1986
1925-1926	2917
(Moved into new building, Feb. 1926)	
1926-1927	3204
1927-1928	3432
1928-1929	3529
1929-1930	4007
1930-1931	4331
1931-1932	3169
1932-1933	4400
1933-1934	2536
1934-1935	2014
1935-1936	2781
1936-1937	2384
1937-1938	2331

GIFTS

June, 1938

From Friends of the University

Name	No. of books
Albertini, Dr. Oscar Diaz	1
American Baptist foreign mission society	4
American bar association	2
American council of education	2
American federation of labor	1
American federation of teachers	1
American medical association	1
American society of mechanical engineers	1
Andrews, Russell	1
Anonymous	2
Arizona Baptist convention	2
Armsby, Leonora Wood	1
Association of American universities	1
Baldwin, Leland D.	1
Beattie, Mrs. George W.	1
Benger, F. B.	1
Blashfield, Grace Hall	1
Board of education, Detroit	1
Board of tourist industry	1
Botanical society of America	1
Bowers, F. L.	2
Burgess publishing company	1
Cadwell, Mrs. Hazel	2
California department of education	6
California national youth administration	3
California state library	1
California. University, University at Berkeley	2
California. University, University at Los Angeles	44
Carnegie corporation of New York	1
Carnegie endowment for international peace	11
Carnegie foundation	1
Carnegie hero fund commission	1
Chamber of commerce	2
Chemical foundation	2
Chemical industries	1
China information committee	1
China. Vice-consul	1
Church peace union	4
College entrance examination board	1
Columbia steel company	1
Columbia university press	1
Commission of inquiry and conciliation	1
Commonwealth fund	1
Contra Costa county	1
Division of intercourse	1
Dulse university press	1
Evans, Mr. William Bacon	1
Falk, Maurice and Laura foundation	1
Finley, G. W.	1
Foster, Mrs. Ethel Field	1

GIVEN

June, 1944

From Friends of the University

Donor	No. of Donors
Albertini, Dr. Oscar Dias	1
American Baptist foreign mission society	1
American bar association	1
American council of education	1
American federation of labor	1
American federation of teachers	1
American medical association	1
American society of mechanical engineers	1
Anderson, Russell	1
Anderson	1
Arizona desert conservation	1
Arnsby, Lawrence Boyd	1
Association of American universities	1
Balsvin, Leland D.	1
Beattie, Mrs. George W.	1
Bonner, W. B.	1
Blackfield, Orrie Earl	1
Board of education Detroit	1
Board of foreign industry	1
Botanical society of America	1
Bower, T. E.	1
Burgess publishing company	1
Cabell, Mrs. Zerel	1
California department of education	1
California national youth administration	1
California state library	1
California, University at Berkeley	1
California, University at Los Angeles	1
Carnegie corporation of New York	1
Carnegie endowment for international peace	1
Carnegie foundation	1
Carnegie hero fund commission	1
Chamber of commerce	1
Chemical foundation	1
Chemical industries	1
China information committee	1
China, Vice-consul	1
Church peace union	1
College entrance examination board	1
Columbia steel company	1
Columbia university press	1
Commission of inquiry and reconciliation	1
Commonwealth fund	1
Contra Costa county	1
Division of literature	1
Duke, university press	1
Evans, Dr. William Penn	1
Fish, Horace and Laura Donnelley	1
Finley, E. W.	1
Foster, Mrs. Ethel Field	1

Name	No. of books
Freeman, Dr. E. M.	4
Frost, John Lawrence	1
Georgia. University.	1
German-American league	1
Ginzel, Mrs. E. W.	1
Guggenheim, John Simon memorial foundation	6
Harvard University	1
Hirschfeld, Mark	1
Hoch, Irene	1
Hodge, Mrs. Ben	3
Hokuseido press	1
Human betterment foundation	1
Huntington library	2
Idaho. Inspection of mines	1
Institute of public administration	3
International association of game, fish, and conservation commissioners	2
International relations club	5
Japanese government railways	2
Kennard, Joseph Spencer	1
Lombard, Mary Joy	180
Los Angeles Consul	1
Los Angeles police department	2
LosAngeles. University of Southern California	3
Louisville, University of	1
Macmillan company	1
Manufacturers mutual fire insurance company	1
Metropolitan life insurance company	1
Mexico	1
Mexico. National university	2
Michigan. Crime commission	2
Milbank memorial fund	3
Minnesota state conference of social work	1
Mitchell, L. E.	1
National association of life insurance	2
National broadcasting company	1
National congress of parents and teachers	1
National education association	1
National league of wholesale fresh fruit and vegetable distributors	1
New Brunswick government bureau of information and tourist travel	1
New York stock exchange	2
Northern California and Nevada-Sierra Baptist annual convention	1
Northwest association of secondary and higher schools	2
Occidental college	1
Oklahoma. University	1
Oregon. University	1
Pacific library binding company	1
Pacific Northwest regional planning conference	2
Pasadena junior college	1
Pennsylvania committee on public assistance & relief	1
Pereles, Nathan Jr.	1
Perkins institution	1
Petschek and company	1
Phi beta kappa alumni of Southern California	1

Name	No. of books
Freeman, Dr. H. M.	4
Frost, John Lawrence	1
Georgia, University	1
German-American Lecture	1
Gibson, Mrs. E. M.	1
Gregorieff, John Simon Memorial Foundation	6
Harvard University	1
Hartford, Mass.	1
Hall, Lewis	1
Hodge, Mrs. Don	3
Honolulu Press	1
Hunan Natural Foundation	1
Huntington Library	3
Idaho, Department of Lands	1
Institute of public administration	3
International association of game, fish, and conservation commissioners	
International relations club	2
Japanese government railways	2
Jewett, Joseph Passer	1
Jordan, Mary Joy	180
Los Angeles Council	1
Los Angeles Police Department	2
Louisville, University of Southern California	2
Louisville, University of	1
Macmillan Company	1
Manufacturers Mutual Fire Insurance Company	1
Metropolitan Life Insurance Company	1
Mexico	1
Mexico, National University	2
Michigan, State Conservation	9
Midland Material Fund	1
Minnesota State Conference of Social Work	1
Mitchell, L. L.	1
National association of life insurance	2
National broadcasting company	1
National congress of parents and teachers	1
National education association	1
National league of wholesale fruit and vegetable distributors	1
New Brunswick government bureau of information and tourist travel	1
New York stock exchange	2
Northern California and Nevada-Sierra District annual convention	1
Northwest association of secondary and higher schools	3
Occidental college	1
Oklahoma, University	1
Oregon, University	1
Pacific library binding company	1
Pacific Northwest regional planning commission	1
Parsons, Junior College	1
Parliamentary committee on public relations & voting	1
Parsons, Walton Jr.	1
Peoples institution	1
Petersen and company	1
Phi Beta Kappa alumni of Southern California	1

Name	No. of books
Porter, J. F.	1
Reardon, James G.	1
Reinhard association	1
Riverside public library (government documents)	110
Rockefeller foundation	1
San Francisco public utilities commission	1
Schurz, Carl memorial foundation	1
Sinclair, Upton	1
Smith, Aggot Edes	1
Southern Methodist university	6
Talbott, E. Guy	1
Tennessee, Knoxville	1
La Union Y Los Pueblos de la America Latina	1
Vajna, Dr. George company	1
Vertical file service	9
Wheat flour institute	1
Wilbur, Ray Lyman	1
Woman's American Baptist foreign mission society	1
World power conference	1
Yap, William Fong	1
Young Men's Christian association	1

GIFTS

From Faculty, Alumni and Students

Albert, Dr. Orrin W.	5
Carlson, Dr. Glen E.	1
Collins, Prof. Harvey	3
Cranston, Dr. Earl	1
Cunningham, Coach Ashel	1
Duke, Dr. Victor Leroy library	21
Jacobsen, Prof. Arthur D.	1
Maines, Virginia	13
May, Ellen	1
Moore, Prof. Caroline	1
Payne, Henry	2
Pride, Prof. Eva R.	1
Raymer, Dr. Robert G.	14
Sargent, Prof. Ruth E.	2
Symmes, Eleanor A.	20
Thurber, Dr. C. H.	5

Name	No. of books
Porter, J. F.	1
Rawdon, James G.	1
Wakeman association	1
Riverside public library (government documents)	1
Rotterdam Technikum	1
San Francisco public utility commission	1
Schurz, Carl memorial foundation	1
Stanislaw, Dyson	1
Smith, Aunt Mae	1
Southern Methodist University	6
Palmer, E. Guy	1
Tarkington, Booth	1
Union Y los Fenicios de la Ameriza Latina	1
Valle, Dr. Carlos Campos	1
Vertical file service	1
Wheaton Junior Institute	1
Willey, Mrs. Lyman	1
Women's Auxiliary Medical Foreign Mission Society	1
World Power Conference	1
Yale, William Ford	1
Young Men's Christian Association	1

GIFTS

From Faculty, Alumni and Students

Albert, Dr. Orin W.	1
Carlson, Dr. Olga E.	1
Collins, Prof. Harvey	1
Cranston, Dr. Earl	1
Chalmers, Miss Anna	1
Cole, Dr. Walter Leroy Library	24
Jacobsen, Prof. Arthur D.	1
Mathes, Virginia	12
May, Willis	1
Moore, Prof. Charles	1
Payne, Henry	2
Price, Mary Ava	1
Rayner, Dr. Robert D.	14
Larsen, Prof. Puck E.	1
Tyson, Clarence A.	1
Thomas, Dr. C. E.	1

REPORT OF THE CATALOG DEPARTMENT

May 1, 1937 - April 30, 1938

The work of recataloging books and adding subject and other necessary cards to the catalog has been continued throughout the year. During the year 2337 books were recataloged, including most of the education bo ks, and many in the field of history. This work was greatly handicapped when it was necessary for the catalog librarian to assume the librarian's work. There was no one cataloging books for a month, and many new books were added. When Mrs. Murdock began working, her time was completely utilized until very recently with the work on new books.

The periodical cards in the catalog had been very poorly made, and they were replaced with newly typed cards. An inventory of the periodicals was taken with the newly made cards in order to make sure there was a correct matching of dates and accession numbers.

Mrs. Doris Murdock has done very good work in the catalog department. It was a great advantage to have some person whose training was so similar to that of the catalog librarian when it became necessary to have a substitute in the department.

It is hoped that the recataloging may be continued throughout the coming year.

Esther Hile

Esther Hile
Catalog Librarian

REPORT OF THE DATAMA LIBRARIAN

Mon 1. LAST - April 30, 1956

The work of retaglging books and adding subject and other necessary cards to the catalog has been continued throughout the year. During the year 4457 books were retaglged, including most of the fiction in the, and many in the field of history. This work was greatly handicapped when it was determined for the taking inventory in to address the library. There was no one retaglging books for a month, and many new books were added. When Mrs. Durlock began working, her time was completely utilized until very recently with the work on new books.

The periodical cards in the catalog had been very poorly made, and they were replaced with newly typed cards. An inventory of the periodicals was taken with the newly made cards in order to make sure there was a correct checklist of dates and missing numbers.

Mrs. Doris Murdock has done very good work in the catalog department. It was a great advantage to have such a person whose training was so similar to that of the regular librarian when it became necessary to have a substitute in the department.

It is hoped that the retaglging may be completed throughout the coming year.

Sadie Hart
Esther Hite
Catalog Librarian

Report of Classification and Cataloging (May 1, 1937-April 30, 1938)

BOOKS CLASSIFIED AND CATALOGED:

Miscellaneous gifts and purchases	1157		
Government documents	404		
Total		1561	
Books recataloged		2337	
Total			3898

CARDS FOR CATALOG:

New books, government documents and recataloged books	9425		
Added copies and continuations	81		
Series cards	14		
Analytical cards	63		
Reference cards	66		
Total			9599

CARDS FILED IN SHELF LISTS:

New books, government documents and recataloged books:			
Official shelf list	2282		
Public shelf list	2432		
Total new cards		4714	
Added copies and continuations:			
Official shelf list	189		
Public shelf list	210		
Total		399	
Total shelf cards filed			5113
MISCELLANEOUS CARDS FILED:			1
Total cards made and filed			14713

Report of Classification and Cataloging (Item 1, Int-Serv1 No. 1970)

BOOKS CLASSIFIED AND CATALOGED:

Elementary gifts and purchases:		
Department Commands	1,[illegible]	
	1,[illegible]	
Total		1,[illegible]
Books reclassified		[illegible]
Total		[illegible]

CARDS FOR FILING:

New books, government documents and reclassified books	[illegible]	
Added copies and reclassifications	[illegible]	
Serial cards	[illegible]	
Analytical cards	[illegible]	
Subject cards	[illegible]	
Total		[illegible]

CARDS FILED IN CARD CATALOG:

New books, government documents and reclassified books:		
Official check list	[illegible]	
Public check list	[illegible]	
Total new books		[illegible]
Added copies and reclassifications:		
Official check list	[illegible]	
Public check list	[illegible]	
Total	[illegible]	
Total check cards filed		[illegible]

MISCELLANEOUS CARDS FILED: [illegible]

Total cards made (no filed) [illegible]

GOVERNMENT DOCUMENTS
May 1, 1937-April 30, 1938

The following report indicates the total number of federal and state documents now available for use. All documents now available have been entered in a permanent checking record from which one can readily determine the documents in the library.

BOOKS AVAILABLE

Federal documents on hand April 30, 1937	3538		
" " cataloged 1937-38	386		
Total on hand		3924	
State documents on hand April 30, 1937	254		
" " cataloged 1937-38	18		
Total on hand		272	
Total federal and state books on hand			4196

PAMPHLETS AVAILABLE

Federal documents on hand April 30, 1937	9923		
" " cataloged 1937-38	2241		
Total on hand		12164	
State documents on hand April 30, 1937	1861		
" " cataloged 1937-38	171		
	2032		
withdrawn	592		
Total on hand		1440	
Total federal and state pamphlets on hand			13604
TOTAL FEDERAL AND STATE DOCUMENTS ON HAND			17800

DOCUMENTS BY CLASSES ON HAND
April 30, 1938

Dewey decimal classification number	FEDERAL DOCUMENTS Books	FEDERAL DOCUMENTS Pamphlets	STATE DOCUMENTS Books	STATE DOCUMENTS Pamphlets	TOTAL Books	TOTAL Pamphlets	GRAND TOTAL
000	116	667			116	667	783
100	6				6		6
200	2				2		2
300	2162	6060	165	100	2327	6160	8487
400	2				2		2
500	939	800	40	104	979	904	1883
600	322	4461	46	1233	368	5694	6061
700	10	88			10	88	98
800			4		4		4
900	365	88	17	3	382	91	473
Total by class	3924	12164	272	1440	4196	13604	17800

SUPPLEMENT DOCUMENTS
May 1, 1947-April 30, 1948

The following report indicates the total number of federal and state documents now available for use. All documents now available have been entered in a permanent checking record from which we can readily determine the documents in the library.

BOOKS ON HAND

Federal documents on hand April 30, 1947	2000	
" " Catalogued 1947-48	348	
Total on hand		2348
State documents on hand April 30, 1947	894	
" " Catalogued 1947-48	14	
Total on hand		908
Total Federal and state books on hand		3256

PAMPHLETS ON HAND

Federal documents on hand April 30, 1947	2000	
" " Catalogued 1947-48	1000	
Total on hand		3000
State documents on hand April 30, 1947	2400	
" " Catalogued 1947-48	171	
	2000	
Pamphlets	500	
Total on hand		4900
Total Federal and state pamphlets on hand		7900
TOTAL FEDERAL AND STATE DOCUMENTS ON HAND		11156

DOCUMENTS ON HANDS IN DETAIL
April 30, 1948

Dewey decimal classification number	Federal documents Books	State documents Pamphlets	Books	Pamphlets
000	114	147	124	667
100	0		0	
200	2		2	
300	1125	2040	125	1207
400	0		0	
500	278	820	43	102
600	22	4428	22	1222
700	10	22	10	22
800			0	
900	240	24	240	21
Total by class	2000	1819	2000	1819

PROPOSED BUDGET

July 1, 1938 - June 30, 1939

The Library Committee is herewith submitting its proposed budget for the year 1938-39 as passed by the Committee at a meeting held May 12, 1938.

Books	$8000.00	
Periodicals & binding	2200.00	
Supplies, printing, etc.	500.00	
*Furniture, equipment, etc.	5000.00	
Student help	2700.00	
		$18400.00

*This item includes a new floor of stacks, typewriter, vertical files, steel shelves, book supports, etc.

****

The budget appropriation was based on the following sources of funds:

Lyon fund (for economics)	$ 300.00	
Hornby fund	12664.00	
College funds	5436.00	
		$18400.00

This will lessen the general college appropriation to the library from $7925.00 (last year's budget) to $5436.00, or $2489.00. The total 1937-38 ($8225.00) included the designated gift of $300.00 from Eldridge M. Lyon.

MEMORANDUM SUMMARY

July 1, 1969 - June 30, 1970

The Library Committee is currently considering its proposed budget for the year 1969-70 as passed by the Committee at a meeting held May 12, 1969.

Books	$8000.00
Periodicals & binding	3700.00
Supplies, printing, etc.	500.00
Furniture, equipment, etc.	7000.00
Annual Sum	1000.00
	$19400.00

*This item includes a new floor of stacks, typewriter, vertical file, wood shelves, book supports, etc.

The budget appropriation was based on the following sources of funds:

Lyon Fund (for economy)	7000.00
Surplus Fund	12400.00
College Funds	1000.00
	$19400.00

This will leave the general college appropriation to the Library from $7000.00 (last year's budget) to $5500.00, or $1500.00. The total increase ($6000.00) included the designated gift of $5500.00 from Mildred M. Lyon.

LIBRARY BUDGET

July 1, 1937 - June 30, 1938

General fund		$ 639.47	
Departmental funds:			
Art	$ 25.00		
Astronomy	100.00		
Bible	100.00		
Botany	200.00		
Chemistry	125.00		
Economics	200.00		
Education	200.00		
English	200.00		
German	100.00		
Greek & Latin	50.00		
History	200.00		
Mathematics	50.00		
Music	75.00		
Philosophy & psychology	200.00		
Physical education	60.00		
Physics	100.00		
Political science	100.00		
Religious education	100.00		
Romance languages	125.00		
Speech	100.00		
Sociology	150.00		
Zoology & biological science	300.00		
Total		2860.00	
Student help		2700.00	
Printing, supplies, etc.		500.00	
Continuations		500.00	
Binding		600.00	
Magazines, General		275.53	
L. C. cards		150.00	
Total			$8225.00

LIBRARY BUDGET

July 1, 1977 - June 30, 1978

General Fund	$[illegible]
Departmental Funds:	
Art	$ 17.00
Astronomy	100.00
Biblio	100.00
Botany	300.00
Chemistry	100.00
Economics	300.00
Education	300.00
Classics	300.00
English	300.00
German	100.00
Greek & Latin	70.00
History	300.00
Mathematics	70.00
Music	70.00
Philosophy & Psychology	300.00
Physical education	00.00
Physics	100.00
Political science	100.00
Religious education	100.00
Romance languages	100.00
Speech	100.00
Sociology	150.00
Zoology & Physiology	
Legal fees	300.00
Total	3000.00
Student help	700.00
Printing, supplies, etc.	300.00
Conferences	300.00
Binding	400.00
Magazines, General	475.00
L. C. cards	125.00
Total	5000.00

STUDENT HELPERS

REGULAR STAFF

Paid from the

COLLEGE BUDGET

Name	Name
Blankenship, Paul	Hokanson, Irene
Booker, Helen	Johnson, Artie Mae
Caven, Eldeen	Klausner, William
Collins, Copp	La Tear, Mary Margaret
Dostal, Dorothy	Malloneé, Walter
Fearn, Eleanor	Mesker, Roy
Flanagen, Marion	Miller, Martha
Fordham, Forrest	Murphy, Ruth
Freel, Hazel	Murray, John
George, Lillie	Price, Melville
Gray, Gladys	Raitt, John
Haddock, Benjamin	Redden, Anne
Hagg, Bert	Rink, Malcolm
Hamako, Tokumi	Speed, Alfred
Hamilton, John	Stevens, Francis
Hayward, James	Wells, Ruth
Hendrick, Deanne	Willis, Ruth
Hendrick, Jeanne	Wohlheter, Walter
Hennessee, Don	Yancey, Jack

Paid from the

NATIONAL YOUTH ALMINISTRATION

Name	Name
Alber, Marcia	Peters, Dora
Hagg, Bert	Shaw, Louise
Hughes, Kathleen	Shaw, Roy
Maris, Emily	Thompson, Roberta

Whitecloud, Edna

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R318R
1938/39

from

UNIVERSITY OF REDLANDS LIBRARY
May 1, 1938 - April 30, 1939

Report of the Librarian

To the President:

The past year has been one of great activity and achievement in the library. The increased book budget has entailed much additional work on the part of the staff, but this has been carried cheerfully and well.

PERSONNEL:

Miss Eleanor Symmes, librarian, was granted a year's leave of absence at the June 1938 meeting of the Board of Trustees, and Miss Esther Hile was continued as Acting Librarian. Two new professional people were added to the staff. Miss Hazel Rea was appointed catalog librarian. Her training and experience have made her an especially valuable member of the staff. She has accepted the heavy and trying problems of our catalog situation in a most commendable manner. Miss Jean Cook was made loan librarian, and she, too, has done very acceptable work.

For many years the library had been greatly handicapped by the lack of an office secretary. This deficiency was overcome in the appointment of Mrs. Vera Bream. Her ability, training and experience make it possible for her to assume all the clerical, business and secretarial detail in ordering and processing the books. This relieves the professional staff of many tasks which could not be wholly entrusted to student assistants.

The student staff was considerably cut this year. As additional work necessitated, new members were added. There are some very acceptable workers on this staff, and they have rendered valuable service. It has been the policy to employ only those who can be profitably employed and supervised. (For list of the library personnel see Appended sheet no. 1)

LIBRARY COMMITTEE:

The membership of the library committee was as follows:
Trustee Members: Mr. Walter Hentschke, Chairman, Professor Linn Hattersley, Rev. Frank Kepner.
Faculty Members: Professor H. C. Tilton, Professor Edith Hill, Dr. Fred Sales.
Ex Officio Members: President E. J. Anderson, Dean H. E. Marsh, Miss Esther Hile.

The members of the committee met for five meetings during the year. The business of greatest importance was the study of the book collection, department needs, and allocating the departmental funds so as to meet these needs. A complete report of this study is on file in the Librarian's office. At the last meeting the proposed budget for 1939-40 was worked out and voted. (For the proposed budget for 1939-40 and the 1938-39 budget see Appended sheet no. 2. For the departmental allocation of funds see Appended sheet no. 3)

CIRCULATION AND REFERENCE:

For the first time since 1932-33 it has been possible to have a librarian, Miss Jean Cook, in charge of the loan and reference work.

THE LIBRARY OF THE
JUN 25 1951

R318R
1938/39

This has made it possible to render a much better service to the patrons. Statistics of circulation have been kept, as have studies in the use of the library. The loan librarian and her staff have completely revised and brought up to date the reserved book files and have rendered a valuable service in revising the "Missing Book" file, and in searching for missing books. She, also, has charge of the inter-library loan service, the information file, the checking of incoming periodicals, the book and bulletin board displays, the shelving of books, the repairing and rebinding of books. (A detailed report of the Loan Librarian is on file in the Librarian's office.)

1. HOURS: The library has been open during the winter session from 7:30 A. M. to 6:00 P. M. and from 7:00 P. M. to 9:45 P. M. on class days; from 8:00 A. M. to 5:00 P. M. on Saturdays and from 2:00 P. M. to 5:00 P. M. on Sundays. During the summer session it was open from 7:45 A. M. to 4:00 P. M. Between sessions and vacation periods it is open to the public from 8:00 A. M. to 12:00 M., and closed on holidays.

2. PERIOD OF LOAN: This year we have had the following types of books for circulation: Fourteen day, Seven day, Overnight, and Desk. Previous to this year the fourteen and seven day books were twenty-eight and three day respectively. Our reserved book system is not satisfactory. There should be fewer books on reserve, and those few more closely supervised. There is a tendency on the part of some members of the faculty to place books on reserve which probably could be used to better advantage from the stacks.

3. FINES: The following fines are charged on overdue books:
   Fourteen day: Two cents a day.
   Seven day: Ten cents a day.
   Desk, overnight and reference: Twenty-five cents per hour for the first two hours, ten cents per hour for each hour the library is open thereafter, and fifty cents for each night.
   Periodicals: Ten cents a day.

4. STATISTICS: Beginning with September statistics of circulation were kept. (See Appended sheet no. 4)

5. INTER-LIBRARY LOANS: Books are frequently borrowed from other libraries for the use of our faculty and graduate students. We have borrowed sixty-~~five~~ nine such books this past year. (See Appended sheet no. 4)

CLASSIFICATION AND CATALOGING:

Miss Rea began work in the department on July 18. There have been from six to eight student-assistants on the staff. All the work pertaining to the classification and cataloging of books, and their preparation for use is centered in this department. The filing and care of the card catalog and shelf lists are also the catalog librarian's responsibilities. (For the report of the catalog librarian see Appended sheet no. 5. For the number of books cataloged this year and the number added in each class see Appended sheet no. 6, and for the total number of books in the library in each class see Appended sheet no. 7)

ACQUISITIONS:

The following table indicates the number of volumes added by accession during the past four years:

Year	Total	Purchases	Gifts	Periodicals by binding	Govt. doc.	On hand	Continuations
1935-36	2781	1152	903	318	211	197	
1936-37	2384	1039	341	356	466	182	
1937-38	2331	1022	475	335	451	48	
1938-39	4028	2462	526	558	292	41	149

(For the accessions of this year see Appended sheet no. 8. For the number accessioned each year since the founding of the library see Appended sheet no. 9)

The ordering, embossing, and accessioning of books centers in the librarian's office. The book selection is done largely by the faculty under her supervision. This past year a full time secretary was added to the staff, and it is largely due to her exceptional efficiency that it has been possible to carry on the greatly expanded work of this department. She has been able to assume all the clerical and business details in ordering and accessioning, thus relieving the librarian for book selection and administrative activities.

3. GIFTS: The most outstanding gift has been the income from the Hornby gift to the University which has made the enlarged library program possible. This gift of approximately $12,000.00 has been used for new stacks ($3700.00), new wings to loan desk ($150.00), two new information files ($127.40), and the balance has been or will be spent for books and periodicals. The income from the Eldridge M. Lyon Foundation has provided $300.00 for economics books.

The Hispanic Society of America presented the library with twenty-six good books. This material adds greatly to the Latin American history and literature fields.

Rev. J. D. Springston presented the largest gift, which consisted of 218 volumes. 119 of these were added copies, and 99 were new titles.

Professor Edith Hill and Dr. Dorothy Page were among the donors of larger gifts. The Biology Department gave to the library some forty-two books which they had purchased with department funds, or which were personal copies.

Mr. Lester E. Mitchell gave forty books on journalism. The quality of this gift made it exceptionally acceptable.

The Kappa Sigma Sigma fraternity presented about forty volumes.

(For the names of all donors see Appended sheet no. 10)

2. PERIODICALS: There have been 482 periodical subscriptions received currently. 329 are paid subscriptions, and 153 are gifts. 47 of these latter are periodicals issued by the federal government and are received through the depository. 558 volumes have been bound during the year. This includes many volumes which were not bound previously because of missing numbers. There has been an effort to fill in missing numbers and volumes where only a few are needed to complete a file or a portion of a file.

3. GOVERNMENT DOCUMENTS: This year the government documents have been cared for by the acting librarian rather than in the catalog department as previously. A number of very important documents were added by

[illegible]

The following table indicates the number of volumes added by [illegible] during the past five years:

Year	Total Volumes	Volumes Gifts	Purchased by Division	Total	Gifts	Purchased by Library
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

[illegible] of this year are depicted about no. 8. For the number [illegible] each year since the founding of the library see depicted about no. [illegible]

The ordering, cataloging, and accessioning of books contains in the [illegible] office. The book selection is done largely by the faculty under our supervision. This past year a full time secretary was added to the staff, and it is largely due to her exceptional efficiency that it has been possible to carry on the greatly expanded work of this department. She has been able to assume all the clerical and business details in ordering and accessioning, thus relieving the librarian for book selection and administrative duties.

[illegible]: The most outstanding gift has been the income from the [illegible] of the University which has made the enlarged library program possible. This gift of approximately $16,000.00 has been used for new [illegible], new sets to fill out (Dewey 00), new periodicals (Dewey .05), and the building fund which we hope to open for users as soon as possible. The income from the Matilda M. Lyon Foundation has provided [illegible] for economics books.

The Property Society of America presented the library with twenty-[illegible] books. This material adds greatly to the Latin American history and literature field.

[illegible] volumes. Life of these were added overseas, and 99 were new bindings.

Professor Edith Hall and Dr. Dorothy Kido made about the dramas of [illegible] cities. The Biology Department gave to the library some forty-two [illegible] which they had produced with department funds, or which were personal [illegible].

Mr. Lester E. Mitchell gave forty books on journalism. The quality of this gift made it exceptionally acceptable.

The Kappa Sigma Sigma fraternity presented about forty volumes.

(For the names of all donors see Appendix sheet no. 10)

[illegible]: There have been 488 periodical subscriptions [illegible] [illegible] responsibility issued by the federal government and are [illegible] [illegible]. The [illegible] some [illegible] were not found previously because of [illegible]. There has been an effort to fill in missing numbers [illegible] a few are needed to complete a file or a period [illegible].

[illegible]: This year the government documents have [illegible] for the [illegible] Interpretation Center has in the [illegible] [illegible] particularly. A [illegible] of very important documents were added by

purchase and by gift. Among these were the first eighteen volumes of the Annals of Congress, several volumes of the Reports and Writings of the American Historical Association, a large number of the publications of the Geological Survey. Some documents were given on exchange to several of the colleges of Southern California. These libraries have throughout the years aided us materially in filling in our files of documents. (For statistics of Government Documents see Appended sheet no. 11)

4. PAMPHLETS: Most of the pamphlets received are assigned subject headings and entered in the information file under this subject. Others which seem of greater value are classified and cataloged, and placed in the stacks. (For a record of the pamphlets in this library see Appended sheet no. 8)

EXPENDITURES:

The expenditures for the year are not included in this report, but Appended sheet no. 2 gives the budget for 1938-39. A complete financial report will be submitted at the end of the fiscal year, June 30, 1939.

EQUIPMENT:

A new floor of steel stacks was added, which increased the book capacity to approximately 68,500. These stacks were installed by the J. L. Davidson Co.

Two new wings were added to the loan desk, and the latter was moved from its former position by the door to the center of the foyer. It is now possible to supervise the two reading rooms from the loan desk.

Two new information files were added. The pamphlets which were filed in these had previously been kept on the shelves in the stacks. This makes the usage of pamphlets far more efficient, and relieves stack space as well as improving the appearance of the latter.

We replaced two typewriters with one new machine and one rebuilt.

A large bulletin board was purchased, as was a smaller one for the desk. A display case for new books was also added.

The office of the librarian was moved from the second floor to the first floor and a door was cut through the wall between this office and the catalog room. The room previously used as an office was made into a graduate and faculty reading room. A telephone in the Librarian's office with an extension at the loan desk has added greatly to the convenience of patrons and staff.

GENERAL:

A list of the new titles and editions added to our shelves has been mimeographed usually weekly. This list has been sent to the members of the faculty, library committee, and to A. K. Smiley Library.

A number of projects have been brought to conclusion, and others are in process. Several important studies were made of the book collection, and of the finances. A thorough count by classes of the books entered in the shelf list was made. The result of this count may be found on Appended sheet no. 7 of this report. A study was made of the budgets of the College and Library from July 1, 1926 to date. These budget figures may be found on Appended sheet no. 13. Another study was that of expenditures for the same period. This latter does not include the present fiscal year as these figures cannot be obtained until June 30, 1939. See Appended sheet no. 12. (The year July 1, 1926, has been used as a beginning date because it was the year the library was moved into the new building, and the first year for which adequate records are available).

Throughout the years books have been received by gift in the library which were duplications or were not needed at the time. These have been assembled in one location and a card file made which lists them by author. Book requests are checked with this file before ordering.

Prior to this year there has been no adequate record kept of continuations and gifts. The former have now been completely checked and entered on a temporary record. To fill in these files many volumes have been purchased. Those which could be received by gift have for the most part been obtained. At present a gift file is being made. Because there has been much embarrassment concerning gifts and donors, the accession record is being checked from the beginning, and the gift cards will indicate all accessioned gifts from the time of the foundation of the library. Hereafter the record will indicate the total number of gifts presented regardless of whether or not they are accessioned.

It has been impossible in the past to properly sort and evaluate a great many government documents, books, pamphlets, etc. During the year this work has been almost completed. Many of the documents were given by exchange to other libraries, and those not needed for this purpose nor for our files were given to a second-hand dealer. In former years these documents should have been returned to the Superintendent of Documents, but that department can no longer take care of them. It is unlawful to destroy them, and the above disposal seemed wisest.

Much material has been stored in the vault throughout the years. This has been very carefully sorted and that which has value has been properly filed.

The office routine, ordering proceedure, files, and business records have been completely revised and reorganized. This adds greatly to the efficiency of the work.

A file is being assembled for future purchases of books. This file consists of instructors' requests which should be added as funds are available. The Shaw "List of Books for College Libraries" has been checked by a number of the departments, and such books as seemed desirable for our library have been entered in the file mentioned above.

Another file of periodicals is being assembled. Each department is requested to check our holdings in his field and recommend those titles which he thinks should have the back files completed.

The departmental allocation of book funds was based on a very careful study of the library holdings, course needs, the holdings of other libraries, etc. The final distribution was made on the percentage basis rather than upon specific amounts. (See Appended sheet no. 3)

Mrs. Bream, secretary to the Librarian, has had a large part in this work, and it has given her a very good understanding of the library, its routines and problems.

CONCLUSION: I wish to take this opportunity to thank all those who have helped to make this a very enjoyable, and, I believe, a very profitable year. The relationships with the members of the library committee, the faculty, and the students have been most satisfying. The staff members have worked happily together, thus freeing their energy for the betterment of the library. I have appreciated this opportunity for serving as acting librarian, and I hope this year may be only one of many in which marked progress is made.

Respectfully submitted,

Esther Hile

Esther Hile
Acting Librarian

PERSONNEL

Miss Esther Hile, Acting Librarian
Miss Hazel Rea, Catalog Librarian
Miss Jean Cook, Loan Librarian
Mrs. Vera Bream, Secretary to the Librarian

STUDENT HELPERS

Paid from the University Budget

Alvarez, Richard
*Browning, Dora May
*Dostal, Dorothy
Ford, Herbert
Hayward, James
Henry, Margaret
Houston, Bernice
James, Keith
Jenkins, Dorothy
Lewis, Martha
Moore, Ruth
Murphy, Tom
Murray, John
*Peters, Dora
Radeleffe, Geraldine
Robson, Violet
Rolens, Robert
Shaw, Roy
Thomas, Wanetta
*Vanderwood, Celia
**Weisbrod, Helen
White, Barbara
Wohlheter, Walter

Paid from the National Youth Administration funds.

Alber, Marcia
Hoffman, Elbert
Holmes, Clifford
Klausner, Bill
Mallonee, Walter
Marchel, Harold
Mesker, Roy
*Shaw, Louise
Speed, Al
Stadelman, Bill
Wells, Ruth

* Worked during summer of 1938.
** Not enrolled for 1938-39; amount earned credited to bill at business office.

In shifting books during the summer to the new floor of stacks, the following students assisted:

Rolens, Robert
Sanborn, Clifton
Troutner, Ernest

LIBRARY BUDGET

	1938-39	1939-40 (Proposed)
Books	$8000.00	$6100.00
Periodicals and		1350.00
Binding	2200.00	1150.00
Student Help	2700.00	3000.00
Printing and Supplies	500.00	700.00
Equipment	4300.00	~~200.00~~ 500.00
Contingent		200.00
Totals	$17,700.00	$13,000.00

LIBRARY BUDGET

July 1, 1938 - June 30, 1939

Department	Percent of departmental book budget	
I. Physical sciences:		
Astronomy	1.00	
Chemistry	3.86	
Engineering (see physics)		
Geology	2.18	
Mathematics	1.50	
Physics and engineering	3.28	
Physical science survey	1.51	
Total		13.33
II. Biological sciences:		
Biology	2.00	
Botany	3.34	
Physical education	1.60	
Psychology	2.86	
Zoology	3.39	
Total		13.19
III. Social sciences:		
Economics and business administration	9.61	
Education	7.83	
History	9.83	
Political science	5.38	
Sociology	5.23	
Total		37.88
IV. Humanities:		
Literature		
English	8.00	
French	2.36	
German	2.36	
Greek and Latin	1.94	
Spanish	2.36	
Philosophy	3.00	
Religion (Bible and Religious Education)	5.00	
Speech	2.58	
Total		27.60
V. Fine Arts:		
Art	4.00	
Music	4.00	
Total		8.00
Grand Total		100.00

CIRCULATION

September 22, 1938 - April 30, 1939

Kind of book	000	100	200	300	400	500	600	700	800	900	Total
14 day	220	987	1193	2538	189	767	491	577	5664	2880	15506
7 day	1	12	79	101	43	4	17	43	557	160	1017
Reserve	34	128	345	931	26	80	68	205	345	874	3036
Totals	255	1127	1617	3570	258	851	576	885	6566	3914	19559

Number of days open in period given above - - - 205

Average daily circulation:

14 day books - - - 76

7 day books - - - 5

Reserve books- - - 15

Daily average - - - - - 96

INTER-LIBRARY LOANS

Library	Number of books borrowed
California Institute of Technology	3
California State Library	18
California. University. (Berkeley)	4
California. University. (Los Angeles)	16
Claremont Colleges	6
Library of Congress	1
Los Angeles Public Library	10
Pasadena Public Library	2
Pomona College	1
Riverside Public Library	3
Stanford University	3
University of Southern California	2
Total	69

CLASSIFICATION AND CATALOGING
May 1, 1938 - April 30, 1939

BOOKS CLASSIFIED AND CATALOGED:

Miscellaneous gifts and purchases	2813		
Government documents	352		
Total		3165	
Books recataloged		1210	
Total			4375

NUMBER OF BOOKS ADDED IN EACH CLASS:

Class Number	Name of class	Government Documents	General	Total
000	General works: Encyclopedias, yearbooks, journalism, etc.	1	104	105
100	Philosophy, psychology, ethics.	3	136	139
200	Religion, Bible, etc.		257	257
300	Sociology, economics, education, etc.	210	679	889
400	Philology		25	25
500	Sciences: Physics, chemistry, biology, mathematics, etc.	55	298	353
600	Useful arts.	57	133	190
700	Fine arts.	5	133	138
800	Literature: American, English French, German, Spanish, etc.		685	685
900	History, travel, biography, etc.	21	363	384
	Total added 1938-39	352	2813	3165

SURVEY OF ACCESSIONED BOOKS

Total books accessioned to May 1, 1939: 57125

	Titles	Added volumes	Added copies	Total				
Classified books:								
General and reference	26530	5752	7138	39420				
Lincolniana	884	149	20	1053				
	27414	5901	7158	40473				
Government documents				4534				
Total classified					45007			
Unclassified:								
Periodicals				7283				
C. A. Brown gift (In Browsing Room)				275				
Total unclassified					7558			
Total books on hand						52565		
Total withdrawn						1968		
Total books accounted for							54533	
Total books unaccounted for								*2592

*These are books which have not been cataloged. With the exception of those in process at present and a few which were accessioned some time ago and are not needed for our use at present, these books are unaccounted for.

BOOKS BY CLASSES

Class Number		Titles	Added Volumes	Added Copies	Total
00-099	General. (Philos.)	448	480	79	1007
100-129; 140-149; 160-199		628	113	138	879
130-139; 150-159	Psych.	294	13	127	434
200-299	Religion	3042	442	978	4462
300-309	Social Sci.	361	130	128	619
310-319	Statistics	39	123	19	181
320-329	Pol. Sci.	481	76	139	696
330-339	Economics	1166	133	526	1825
340-349	Law	362	104	125	591
350-359	Government	225	22	77	324
360-369	Welfare	203	60	36	299
370-379	Education	1725	319	670	2714
380-389	Commerce	106	31	28	165
390-399	Customs	115	8	35	158
400-409	Philology	55	1	8	64
410-429	English Phil.	184	48	35	267
430-439	German Phil.	126	6	31	163
440-449	French Phil.	191	27	54	272
450-459	Italian Phil.	10			10
460-469	Spanish Phil.	127	14	58	199
470-479	Latin Phil.	47		13	60
480-489	Greek Phil.	57	2	14	73
490-499	Other Languages	16			16

Appended sheet number 7 - page two.

Class Number		Titles	Added Volumes	Added Copies	Total
500-509	Science	525	47	31	603
510-519	Mathematics	474	14	36	524
520-529	Astronomy	137	5	18	160
530-539	Physics	246	26	34	306
540-549	Chemistry	401	82	39	522
550-559	Geology	164	95	20	279
560-569	Paleontology	16	5		21
570-579	Biology	307	14	53	374
580-589	Botany	259	30	43	332
590-599	Zoology	238	28	18	284
600-609	Useful Arts	30	5	7	42
610-619	Medicine	449	73	51	573
620-629	Engineering	174	10	9	193
630-649	Dom.ec.	128	58	4	190
650-659	Business	313	7	81	401
660-669	Chem.Tech.	41	37	6	84
670-699	Mfg.,Bldg.	24	2	1	27
700-709	Fine Arts	102	6	10	118
710-719	Gardening	13	2		15
720-729	Architecture	32		1	33
730-739	Sculpture	54	13	2	69
740-749	Drawing	31		3	34
750-759	Painting	52	6	6	64
760-769	Engraving	2			2
770-779	Photography	17			17
780-789	Music	424	56	113	593
790-799	Amusements	378	15	82	475
800-809	Literature	895	367	176	1438
810-819	American Lit.	1529	253	271	2053
820-829	English Lit.	1875	415	597	2887
830-838	German Lit.	839	152	634	1625
839	Other Teutonic	96	2	22	120
840-849	French Lit.	973	199	230	1402
850-859	Italian Lit.	54	2	16	72
860-869	Spanish Lit.	733	96	211	1040
870-879	Latin Lit.	141	27	25	193
880-889	Greek Lit.	231	57	35	323
890-899	Other Lit.	150	15	26	191
900-909	Gen.History	158	167	59	384
910-919	Travel	569	77	35	681
920-929	Biography	961	198	167	1326
930-939	Ancient Hist.	175	75	57	307
940-949	European Hist.	1046	397	216	1659
950-959	Asiatic Hist.	74	11	8	93
960-969	African Hist.	13	2	1	16
970-979	No.Am. Hist.	899	439	344	1682
980-989	So.Am. Hist.	60	13	22	95
990-999	Oceanic Hist.	20			20
	Totals	26530	5752	7138	39420

ACCESSIONS 1938 - 1939

BOOKS

Volumes accessioned April 30, 1938		53097	
Volumes added by gifts	526		
Volumes added by purchase	2462		
Periodicals added by binding	558		
Government documents accessioned.	292		
Volumes added as continuations	149		
Old books on hand	41		
Total number added	4028		
Total number accessioned April 30, 1939.		57125	
Total number withdrawn April 30, 1939.		1968	
Total on hand			55157

Note: A large number of volumes which have been lost for some time should be withdrawn as soon as there is sufficient time. Student helpers are not qualified for the necessary checking.

PAMPHLETS

Number of pamphlets on hand April 30, 1938		20697	
Number of pamphlets added:			
Government documents	2070		
Information file	373		
Miscellaneous classified	564		
Total added 1938-39		3007	
Total			23704
Number of pamphlets withdrawn:			
Classified	79		
Information file	301		
Total withdrawn 1938-39			380
Total on hand April 30, 1939			23324

VOLUMES ADDED TO THE LIBRARY

EACH YEAR

Year	Number
1910-1911	1680
1911-1912	0
1912-1913	482
1913-1914	203
1914-1915	591
1915-1916	502
1916-1917	261
1917-1918	371
1918-1919	309
1919-1920	508
1920-1921	1344
1921-1922	871
1922-1923	1254
1923-1924	2025
1924-1925	1670

Moved into new building February, 1926.

1925-1926	2320
1926-1927	3076
1927-1928	3912
1928-1929	3509
1929-1930	3919
1930-1931	4503
1931-1932	3053
1932-1933	4687
1933-1934	2536
1934-1935	2014
1935-1936	2782
1936-1937	2384
1937-1938	2331
1938-1939	4028
Total	57125

Note: Figures altered from previous annual reports so as to read from May 1 to April 30 of each academic year.

GIFTS

From Friends of the University.

Note: In addition to gifts from individuals we have received a great many publications from corporations, societies, etc. in the form of annual reports and yearbooks.

Name	No. of books.
American Baptist Publications Society	1
American Italian Union	1
American Red Cross	1
Andrus, J. Russell	2
Banner Press	1
Bartlett	1
Baylor University	1
Board of Tourist Industry, Japanese Government Railways	9
Book Club, Univ. of Redlands	8
Both, Mr. W. C.	1
British Information Service	2
Bronk, Mitchell	3
California State Chamber of Commerce	1
Carl Schurz Memorial Foundation	1
Carnegie Corporation	2
China Information Committee	1
Clements, Mr. and Mrs. Colin	1
College Book Co., Pasadena	5
Collins, Professor A. H.	4
Committee on Modern Languages	1
Constitutional Publications, Inc.	1
Czechoslovakian Minister	1
Economics Seminar, 1937-38	4
Frasconà, Joseph Lohengrin	1
Frodsham, Olaf	2
Fuller, Frederick	1
German-American Chamber of Commerce of the Pacific Coast	1
Goddard, Dwight	1
Grimes, John Maurice	2
Gurza, James	1
Hausen, A. J.	1
Hendershot, Dr. Clarence	1
Hile, Esther	4
Hill, Edith A.	17
Hispanic Society of America	26
Hodge, Mr. L. D.	3
Hubbard, Mr. W. M.	1
International Relations Club	5
Kappa Sigma Sigma Fraternity	40
Keith, Mrs. Mary N.	1
Kirks, Boone	1
Langley, Robert	1
Lesch, Rudolf, Fine Arts, Inc.	2
Longmans, Green and Co.	1
Los Angeles High School	1
McKinley, Neal	1
MacNair, Harley Farnsworth	2
Merrill, Professor H. C.	18
Mitchell, Mr. L. E.	40
Neidert, Dr. L. J.	4
Nelson, Dr. L. E.	1
Newton	1
Nichols, Professor E. R.	1
Oberlander Trust	1
Oxford University Press	1
Page, Dr. Dorothy	26
Paine, Mr. C. E.	6
Parker, R.	1
Price, Miss Eva	2
Raymer, Dr. Robert G.	5
Rea, Miss Hazel	2
Rimmer, Mr. Harry	1
Sargent, Mrs. Ruth	3
Science Hall Library	46
Simon and Schuster	1
Southern Baptist Convention	1
Spanish Department	1
Spanish Embassy, Washington, D. C.	2
Springston, Dr. J. D.	218
Steen, Elizabeth K.	10
Stewart, Mr. D. J.	1
Tilton, Professor H. C.	2
Tripp, Mrs. Catherine	13
University of Southern California	11
Westinghouse Corporation	1
Woodrow, Professor Harold	1
Anonymous	1

From Friends of the University.

In addition to gifts from individuals we have received a great many publications from corporations, societies, etc. in the form of annual reports and yearbooks.

Name	No. of books.	Name	No. of books.
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]

GOVERNMENT DOCUMENTS
May 1, 1938 - April 30, 1939

The following report indicates the total number of federal and state documents now available for use. All document series now available have been entered in a permanent checking record from which one can readily determine the documents in the library. These documents have cards in the catalog and shelf lists.

BOOKS AVAILABLE

Federal documents on hand April 30, 1938	3924	
Federal documents cataloged 1938-39	316	
	4240	
Federal documents withdrawn 1938-39	14	
Total on hand April 30, 1939		4226
State documents on hand April 30, 1938	272	
State documents cataloged 1938-39	36	
Total on hand April 30, 1939		308
Total federal and state books on hand		4534

PAMPHLETS AVAILABLE

Federal documents on hand April 30, 1938	12164		
Federal documents cataloged 1938-39	1518		
	13682		
Federal documents withdrawn 1938-39	79		
Total on hand April 30, 1939		13603	
State documents on hand April 30, 1938	1440		
State documents cataloged 1938-39	552		
Total on hand April 30, 1939		1992	
Total federal and state pamphlets on hand			15595
TOTAL FEDERAL AND STATE DOCUMENTS ON HAND			20129

DOCUMENTS BY CLASSES ON HAND
April 30, 1939

Class Number	FEDERAL DOCUMENTS Books	FEDERAL DOCUMENTS Pamphlets	STATE DOCUMENTS Books	STATE DOCUMENTS Pamphlets	TOTAL Books	TOTAL Pamphlets	GRAND TOTAL
000	117	766			117	766	883
100	9				9		9
200	2				2		2
300	2357	6722	168	146	2525	6868	9393
400	2				2		2
500	979	854	53	172	1032	1026	2058
600	359	5046	66	1671	425	6717	7142
700	15	114			15	114	129
800			4		4		4
900	386	101	17	3	403	104	507
Total	4226	13603	308	1992	4534	15595	20129

Appended Sheet No.12 (over)

SURVEY OF EXPENDITURES
July 1, 1926 - June 30, 1938

	1926-27	1927-28	1928-29	1929-30	1930-31
BOOKS					
Departmental					
I. Physical Sciences:					
Astronomy and Geology	63.07	78.58	96.09	111.64	147.48
Chemistry	75.91	98.17	72.04	105.35	95.69
Geology (See Astronomy)					
Mathematics	80.73	52.45	54.00	12.96	21.51
Physics and Engineering	48.93	93.23	87.30	60.23	112.65
Physical Science Survey					
II. Biological Sciences:					
Biology and Zoology	90.23	71.82	89.32	75.49	111.88
Botany	69.75	31.75	38.90	96.50	141.17
Physical Education	83.58	40.42	115.60	60.56	68.35
Psychology and Philosophy	118.80	124.88	88.22	95.49	196.60
Zoology (See Biology)					
III. Social Sciences:					
Economics and Bus. Adm.	275.73	245.68	216.34	229.96	157.69
Education	214.48	301.90	501.64	490.99	325.73
History	401.10	368.28	716.02	926.84	592.95
Political Science	43.03	82.37	119.81	88.75	72.45
Sociology		145.45	100.98	10.05	59.49
Social Science Survey					
IV. Humanities:					
Literature					
English	557.60	597.72	607.44	723.80	647.91
French and Spanish	251.94	279.07	176.93	178.38	203.20
German	42.23	104.35	52.85	95.82	106.44
Greek and Latin	32.00	137.40	141.96	78.63	97.83
Spanish (See French)					
Philosophy (See Psychology)					
Religion					
Bible	136.90	97.94	95.76	85.84	73.66
Religious Education		28.62	33.18	138.39	88.75
Speech	82.39	9[illegible].10	139.53	147.40	165.74
V. Fine Arts:					
Art					
Music	92.67	164.10	50.93	81.88	69.57
Departmental Total	2761.07	3480.34	3594.84	3869.95	3556.74
General	347.73	649.33	2182.10	581.35	712.12
Continuations			99.15	305.35	252.65
Periodicals, current	1003.55	780.31	928.46	828.02	969.88
Periodicals, backfile	507.18	861.36	81.76	1327.24	668.11
BINDING	286.52	2.50	646.92	859.74	1312.23
SALARIES	2733.33	3366.68	3400.00	5300.00	6046.67
STUDENT HELP	1670.81	3097.79	3149.17	2997.97	3221.30
PRINTING AND SUPPLIES	324.03	509.52	138.18	550.28	518.67
EQUIPMENT		181.03	943.22	431.83	394.16
LIBRARY TOTAL	9,634.22	12,928.86	15,163.80	17,051.73	17,652.50
UNIVERSITY TOTAL	225,323.87	278,367.01	297,825.30	319,542.06	352,087.82

Appended sheet number 12 (2)

1931-32	1932-33	1933-34	1934-35	1935-36	1936-37	1937-38
159.48	5.20	28.75	68.36	23.57	29.56	34.83
160.91	24.35	25.29	22.77	35.61	46.13	51.54
33.92		17.59	19.17	18.03	15.71	8.77
52.55	4.68	65.75	52.16	76.42	49.25	60.83
89.01		22.17	22.86	45.41	33.49	198.62
50.53	8.95	42.95	29.20	29.01	51.21	126.03
61.41		29.77	44.15	84.38	55.24	47.31
86.46		104.05	27.88	38.67	40.42	153.32
164.12		94.95	85.20	121.06	95.66	126.75
481.32	11.10	28.74	59.87	70.00	98.71	221.90
640.50	72.31	122.29	96.17	158.18	162.47	184.27
117.15	1.94	23.33	7.89	41.88	22.98	25.83
146.28	9.00	105.17	35.27	131.22	88.55	138.62
649.57	8.86	167.23	114.22	151.80	100.11	146.00
117.47	32.34	70.62	54.16	64.98	105.53	35.53
78.67	2.70	45.52	29.66	185.99	85.37	68.45
80.82		28.46	35.93	58.99	56.19	69.73
146.27	2.94	61.59	154.31	62.10	52.46	85.86
68.43	6.33	99.72	68.98	69.19	26.15	68.96
136.92		101.67	97.76	100.55	74.63	157.88
						24.45
133.58	4.84	62.89	29.71	65.08	43.80	38.15
3866.57	195.64	1348.50	4156.68	1632.12	1333.62	2073.63
342.15		117.17	325.45	424.76	395.43	419.37
428.72	516.90	470.62	104.38	486.29	454.62	442.42
1068.65	942.35	920.55	913.67	1093.37	1175.37	1164.59
1053.14						17.61
1153.48	379.67	477.87	373.89	581.92	708.34	1071.86
6103.33	6100.00	4852.00	4598.00	4699.03	4718.85	4992.22
2811.38	3489.61	3339.90	*8846.73	*6351.85	*5483.00	*5599.88
608.30	675.75	590.73	306.96	280.18	334.97	436.87
67.90				194.70	305.15	161.54
17292.42	12,299.82	12,117.34	14,624.76	15,744.22	14,909.35	16,279.99
338199.58	313,677.52	309,684.45	311,673.62	315,863.51	320,425.51	343,028.26

* This amount includes the National Youth Administration funds of $3516.46, $3877.5[illegible] $2389.45, and $636.60 respectively.

Appended Sheet No. 13 (over)

Appended sheet number 13.

Library - June 1939

SURVEY OF BUDGETS
July 1, 1926 - June 30, 1938

	1926-27	1927-28	1928-29	1929-30	1930-31	1931-32
BOOKS						
Departmental						
I. Physical Sciences:						
Astronomy and Geology	100.00	100.00	125.00	75.00	150.00	150.00
Chemistry	100.00	125.00	100.00	125.00	175.00	150.00
Geology (See Astronomy)						
Mathematics	50.00	75.00	75.00	100.00	100.00	50.00
Physics and Engineering	75.00	150.00	125.00	100.00	100.00	100.00
Physical Science Survey						
II. Biological Sciences:						
Biology and Zoology	150.00	150.00	175.00	150.00	175.00	175.00
Botany	150.00	150.00	125.00	125.00	150.00	150.00
Physical Education	50.00	75.00	150.00	100.00	100.00	75.00
Psychology, Philosophy	100.00	150.00	125.00	100.00	150.00	150.00
Zoology (See Biology)						
III. Social Sciences:						
Economics	350.00	300.00	225.00	275.00	300.00	350.00
Education	300.00	350.00	575.00	575.00	600.00	600.00
History	350.00	400.00	500.00	600.00	600.00	600.00
Political Science	50.00	100.00	150.00	100.00	100.00	125.00
Sociology		150.00	100.00	100.00	100.00	116.00
Social Science Survey						
IV. Humanities:						
Literature						
English	500.00	550.00	600.00	750.00	700.00	700.00
French and Spanish	300.00	300.00	225.00	225.00	150.00	130.00
German	75.00	75.00	75.00	75.00	75.00	100.00
Greek and Latin	50.00	75.00	125.00	100.00	75.00	75.00
Spanish (See French)						
Philosophy (See Psychology)						
Religion						
Bible	100.00	100.00	100.00	100.00	100.00	100.00
Religious Education		150.00	125.00	100.00	100.00	100.00
Speech	75.00	100.00	125.00	125.00	150.00	150.00
V. Fine Arts:						
Art						
Music	200.00	425.00	50.00	100.00	100.00	50.00
Departmental Total	3125.00	4050.00	3975.00	4100.00	4250.00	4196.00
General	1000.00	1000.00	3500.00	800.00	1000.00	650.00
Continuations				500.00	500.00	500.00
Periodicals, current				700.00	200.00	600.00
Periodicals, backfile	800.00	800.00		1000.00		1000.00
BINDING			700.00	700.00	1200.00	1000.00
SALARIES						
STUDENT HELP	1600.00	2500.00	3600.00	3000.00	3000.00	3000.00
PRINTING AND SUPPLIES	325.00	350.00	575.00	575.00	575.00	575.00
EQUIPMENT			1000.00	560.00	560.00	200.00
LIBRARY TOTAL	6850.00	8700.00	13350.00	11935.00	11285.00	11721.00
UNIVERSITY TOTAL	227584.70	285899.05	298430.25	321619.31	362013.82	346770.65

Appended sheet number 13 (2)

*1932-33	1933-34	1934-35	1935-36	1936-37	1937-38	1938-39
	50.00	60.00	60.00	60.00	100.00	50.00
	50.00	75.00	94.62	101.80	125.00	193.00
						109.00
	35.00	40.00	50.00	40.00	50.00	75.00
	75.00	90.00	113.75	90.00	100.00	164.00
						75.50
	75.00	120.00	152.00	120.00	100.00	100.00
	75.00	110.00	139.25	146.25	200.00	167.00
	25.00	40.00	50.00	80.00	60.00	80.00
	85.00	85.00	137.37	85.00	200.00	143.00
					200.00	169.50
	115.00	140.00	177.50	140.00	200.00	480.50
	115.00	140.00	177.50	159.10	200.00	391.50
	115.00	140.00	202.50	140.00	200.00	491.50
	50.00	75.00	94.62	75.00	100.00	269.00
	75.00	120.00	168.00	120.00	150.00	261.50
					25.00	
	135.00	160.00	203.00	160.00	200.00	400.00
	75.00	105.00	132.87	105.00	125.00	118.00
	50.00	100.00	127.50	100.00	100.00	118.00
	35.00	50.00	62.75	50.00	50.00	97.00
						118.00
						150.00
	50.00	60.00	60.00	60.00	100.00	125.00
	75.00	75.00	94.62	75.00	100.00	125.00
	50.00	50.00	62.75	50.00	100.00	129.00
					25.00	200.00
	50.00	75.00	94.62	75.00	75.00	200.00
	1460.00	1910.00	2458.22	2032.15	2885.00	**5000.00
1500.00	600.00	600.00	400.00	461.85	639.47	**3000.00
500.00	500.00	500.00	500.00	500.00	400.00	see general
1000.00	400.00	400.00	690.00	690.00	375.53	2200.00
500.00						see general
1000.00	600.00	600.00	600.00	600.00	600.00	see periodical
2700.00	4200.00	2700.00	2700.00	2700.00	2700.00	2700.00
500.00	600.00	500.00	500.00	500.00	650.00	500.00
60.00						4300.00
7760.00	8360.00	7210.00	7345.22	7484.00	8250.00	17700.00
315377.80	297319.88	301263.15	304392.90	305590.80	309999.49	351855.17

* There was no definite budget for 1932-33 by departments.

** These amounts have not been fixed definitely as the totals for the year, but are the minimum and maximum amounts, respectively.

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1939/40

JUN 17 1940

~~LIBRARY OF THE~~
~~AMERICAN LIBRARY ASSOCIATION~~

ANNUAL REPORT OF THE LIBRARIAN

OF THE

UNIVERSITY OF REDLANDS

MAY 1, 1939 - APRIL 30, 1940

University of Redlands
Redlands, California

027
R318R
1939/40

UNIVERSITY OF REDLANDS LIBRARY

May 1, 1939 - April 30, 1940

Annual Report of the Librarian

To the President of the University

Sir:

I have the honor to submit the annual report as head of the library. This report covers the latter months of the administration of Miss Esther Hile, Acting Librarian, and the opening months of the service of the present Librarian. The outstanding feature of the period under review is that there has been an almost complete turnover in the trained personnel of the library.

PERSONNEL:

From May 1 to August 31, 1939, Miss Hile continued as Acting Librarian. From September 1, 1939, to the present Miss Hile has filled the position of Assistant Librarian. The present Librarian assumed his new duties on September 1, 1939.

Miss Hazel Rea, a cataloger of unusual preparation and experience, terminated her work with this library on August 31, 1939. From that date until October 22, 1939, Miss Jean Cook carried on the work of cataloging, resigning on the latter date to accept a position with the Oregon State Library. Her work was then taken up by Mrs. Mary Ellis Klausner, a trained cataloger and an experienced one, who began work immediately. Mrs. Vera Richardson Bream, secretary to the Librarian, resigned on February 1, 1940. The position was filled by the appointment of Miss Dorothy Johnson, who began work on March 11, 1940, with the title of Executive Assistant to the Librarian.

The point must be stressed that so large a number of changes of personnel in a small library is to be deplored. It means that appointees are paid by the University to learn their several jobs, and that they leave university service before they are giving in return that full measure of maximum service which only the persons quite familiar with their jobs after some experience in them are in a position to give.

The student staff of helpers was maintained at the same strength this year as last. There has been found for these students abundant regular routine work, and in addition a variety of special jobs and particular assignments. The morale of the student staff shows a slow but steady rise, and certain individuals have given service of outstanding quality. Alice George and Barbara White assumed extra duties during part of the year and distinguished themselves. Mary Shaw and Hilda Ramseyer performed their work with the highest degree of conscientiousness and thoroughness.

All employment given to students this year represented profitable employment from the point of view of library administration; that is to say, the tasks assigned were considered as both necessary and important. It is an axiom that no student work should be assigned that cannot be supervised and evaluated by the librarians when the job is completed. This policy was followed and the deduction made that the student workers were of unequal efficiency. The Librarian proposes for the future a system of grades and classification for efficiency, with differential rates of pay for the different classes of workers. A flat rate does not conduce to the best service of which students are capable. Rating reports on student work, compiled according to a new method, will be valuable records when placed on permanent file in the office of the placement director.

LIBRARY COMMITTEE:

The following served on the Library Committee:

Trustee members: Mr. Walter Hentschke, chairman; Dr. W.W. Catherwood; Professor Linn Hattersley; Reverend Frank Kepner.

Faculty members: Professor H. C. Tilton, Professor Edith Hill, Dr. Fred Sales.

Ex Officio members: President E. J. Anderson; Dean H. E. Marsh; Miss Esther Hile, Acting Librarian; Dr. Fulmer Mood, Librarian.

These names represent the combined Library Committee members of the present and the preceding academic years. The Library Committee as of April 30, 1940, is shown by the underlined names.

The committee met four times during the year to discuss budgets and talk over needs of the library other than financial ones. The proposed budget for the fiscal year 1940-41 is shown on appended sheet number 2. For the department allocation of funds see appended sheet number 3.

CIRCULATION AND REFERENCE:

The work of these two departments has this year been in charge of two successive persons. From May, 1939, until September, 1939, Miss Cook conducted this branch of the work. Commencing with September first, Miss Hile has administered it.

Reference service in this library, considered as a full-time activity for well-prepared and well-experienced librarians, is in its beginning phase. Much could here be written about the role of the reference librarian in supplementing the work of the classroom teachers and in initiating interests which later come to fruition in classroom studies. For the present it is only necessary to say that the college which does not adequately finance

its reference work is rendering nugatory its purchases of books, its expenditures for cataloging, its money spent for lighting and heating the library. Books do not administer themselves; they will not of themselves satisfy undergraduate curiosity. Hence the reference librarian, who mediates between the student and the books, shows the one how to reach the other, supplements and reinforces in a hundred different ways the results of classroom teaching, helps with the preparation of term papers, clarifies assignments originally obscure, locates the difficult book, trains patiently the groping student to find materials for himself, suggests ideas to the bewildered or the empty, or yet again calls attention to a new book likely to interest a particular student. Reference work as it could be conducted in a liberal arts college of this size would be a fascinating field of labor. It would require the time of two trained librarians, individuals who knew every student on the campus by sight, by name, and with regard to his interests or lack of interests. Two individuals, persistently working with tact and energy, could do a great deal in the course of three or fours years to raise the intellectual tone of the student body. At the present time any person in charge of this branch of the work must of necessity spend nearly all of the time in supervising the circulation desk activities. Thus the custodial function is stressed at the expense of the intellectual function.

1. HOURS: The library has been open during the winter session from 7:30 a.m. to 5:45 p.m. and from 7:00 p.m. to 9:45 p.m. on class days; from 8:00 a.m. to 5:00 p.m. on Saturdays and from 2:00 p.m. to 5:00 p.m. on Sundays. Three statistical studies carried out at different times during the year showed that the students use the library facilities with unequal intensity, as to the day of the week, and as to the hours of the several days. It would be an economy to the administration, and an incentive for the more

profitable use of students' time in the library, if slight reductions in the number of hours open were made at places where research data show such changes could justifiably be effected.

2. PERIOD OF LOAN: Books have been administered this year, as they were last year, according to this classification of loans for circulation: fourteen-day books, seven-day books, overnight books, and desk reserves.

As soon as possible a true reserve book room should be established, thus dispensing with the present small and inadequate desk reserve expedient. A true reserve book room will redound to the advantage of the teaching program, for it will guarantee the availability of wanted books, and it will afford space for administering magazines and newspapers, both of which types of material are, at this university, coming into increased prominence for teaching purposes. Finally, a true reserve book system will mean a reduction in the costs of administration by the prevention of thefts. In the last three years about sixteen hundred dollars worth of books have been removed from the library, the majority of which were taken from the open-shelf collateral room. A book in demand--a book which is required to be read--is a book that must be protected. As the teaching methods depart more and more from the use of student-owned text books, and move forward to the use of several or many key books, supplied by the library, the necessity for the protection of such books becomes evident. The establishment of survey courses, which require readings in a variety of books, and require duplicate copies, moreover, is still another factor that makes more space and sure protection insistent.

The decision concerning the advisibility of putting on reserve any particular book is one which should rest with the librarian in charge of

circulation work. Books for suggested readings can be administered from the stacks to greater advantage than from the reserve shelves. The shorter period of loan as necessitated by reserve restrictions discourages use. Books for required readings should be under the direct control of the library staff at all times. Experience elsewhere has shown that some faculty members in liberal arts colleges entertain too optimistic notions concerning the willingness of undergraduates to read recommended books placed on reserve. A book is not put on reserve, and kept on reserve, without a cost in time, energy and money which might well be spent otherwise to more advantage.

3. FINES: The following fines are charged on overdue books:

Fourteen-day books: Two cents a day.

Seven-day books: Ten cents a day.

Desk, overnight, and reference books: Twenty-five cents per hour for the first two hours, ten cents per hour for each hour the library is open thereafter, and fifty cents for each night.

Periodicals: Ten cents a day.

4. STATISTICS: As in the previous year, statistics of circulation were kept. (See appended sheet number 4 and appended sheet number 5)

5. INTER-LIBRARY LOANS: For the period under review inter-library loans totaling thirty-six volumes were effected. (See appended sheet number 5)

CLASSIFICATION AND CATALOGING:

This branch of the work has had the attention of three well-trained and experienced workers during the period of time covered by this report. In the order of their employment they are: Miss Hazel Rea, Miss Jean Cook, and Mrs. Mary Ellis Klausner.

In the earlier history of this library much imperfect cataloging work was done, and thus a heritage of error remains. The subject headings must be revised and reformulated, the older accessions must be recataloged and reclassified. Some considerable progress with this triple task has been made this year. (See the report of the cataloger ad interim, appended sheet number 6.) The lesson is clear that unless further work in cataloging is entrusted to properly trained persons, future errors will be added to the present abundent stock, and confusion will be worse confounded.

The data concerning the number of volumes classified and cataloged during the period under review are given post. (See appended sheet number 8)

While the card catalog of this collection remains in its present imperfect and unreliable condition it will not be possible for this university to take part in any scheme looking to the production of a union catalog of books in Southern California, since its faulty entries and non-existent books could not justifiably be published to the world as our book holdings.

The qualifications for a cataloger in this library are as follows: She should have a broad and sound liberal arts training; she should possess a good knowledge of French and German; she should hold a certificate in librarianship from a Type I or Type II library school (preferably the former); and she should already have had two or three years satisfactory experience as a cataloger in a college or university library. The position should be made attractive enough for her to be willing to remain a minimum of a period of four years duration.

ACQUISITIONS:

The following table indicates the number of volumes added by accession during the past five years:

Year	Total	Purchases	Gifts	Periodicals by binding	Govt. doc.	On hand	Continuations
1935-36	2781	1152	903	318	211	197	
1936-37	2384	1039	341	356	466	182	
1937-38	2331	1022	475	335	451	48	
1938-39	4028	2462	526	558	292	41	149
1939-40	2775	1478	312	481	381	69	54

(For the accessions of this year see appended sheet number 9. For the number accessioned each year since the founding of the library see appended sheet number 10)

The ordering, embossing, and accessioning of books centers in the librarian's office. The book selection is done largely by the faculty with the librarian's cooperation.

1. GIFTS: A number of examples of fine printing, the work of distinguished typographers of the Pacific Coast, were given to the library by Albert M. Bender, Esq., of San Francisco on the suggestion of the Librarian. With these as a nucleus, the Librarian plans gradually to bring together sufficient examples of the different styles and periods of printing to afford an outline view, at least, of the historical development of this vital art. Such material will be of value for the classes in history and in English.

An anonymous donor with gratifying timeliness gave the University Library the sum of one hundred dollars as part of the purchase money for a set of the famous Spanish encyclopedia, Espasa.

Dr. F. H. Folkins presented the library with a gift of 274 items, the largest single gift of books received during the year. Professor Tilton and Professor Albert donated generously. A gift of books relating to the Far East was most acceptable; it came from F. J. Bradshaw, and included a set of valuable series of the Chinese classics. A more detailed report of gifts will be found on appended sheet number 11.

2. PERIODICALS: There have been 459 periodical subscriptions received currently. 306 are paid subscriptions, and 153 are gifts. 41 of these latter are periodicals issued by the fereral government and are received through the depository. 481 volumes have been bound during the year.

3. GOVERNMENT DOCUMENTS: The administration of the government documents has continued to be a part of the responsibility of Miss Hile. Her long experience with this branch of the work makes this policy a wise one, under present conditions. A number of important documents were added by exchange, some from The University of California at Los Angeles being desirable in the extreme. A generous gift was made also by the Riverside Public Library. A few were purchased for the Geology Department but by funds not in the librarian's control; this purchase included some duplicates. During the present year few duplicate government documents were disposed of, but it is expected that in the future certain items in this category will be donated or exchanged, thus clearing shelf room for materials permanently desired.

4. PAMPHLET MATERIAL: A beginning has been made of putting selections of attractive pamphlets on display, especially when they deal with topics of the day. What is needed is a good display rack for this purpose. From those received, a selection is made by the staff. Those of ephemeral interest or value are assigned subject headings and are entered in the information file under these headings. Such materials are much used by debaters and by students in general.

Other pamphlets which seem of more value are classified and cataloged, and then shelved in the stacks. (For a record of the pamphlets in this library see appended sheet number 9)

EQUIPMENT:

During the period under review the delivery desk was enlarged, a most desirable change. A visible file record for continuations was purchased, new catalog cases and trays were installed, and various small items of equipment were added. Certain much needed pieces of equipment were not bought, although planned for, since the reduced budget precluded such expenditures.

The present office of the librarian is by no means satisfactory. The air is bad, for the room is below the surface of the ground. The natural light also is bad. Without electric light the room cannot be worked in. In the late afternoon the rays of the sun shine through with such force that the shades must be pulled down. Such conditions profit neither the eyes nor the health of those who spend many hours of each week in such a room. A librarian's office, in this part of the world, should be located on the north, or on the east, side of a building in order to take advantage of the natural light, and the relative coolness of such exposures.

GENERAL:

Under this heading the librarian reports a number of facts which it is desirable to put on record as a part of the chronicle of the year's work.

All professional members of the staff undertook a number of public engagements. Miss Hile read a paper before the catalog section at the American Library Association meeting in San Francisco in June, 1939. She spoke before the literature section of the Contemporary Club of Redlands, before Chapter D W of P.E.O., before Chapter II of P.E.O., and addressed the Women's Service Club of the First Baptist Church of Redlands.

Mrs. Klausner spoke on "Art in America" before Chapter D W of P.E.O.

Dr. Mood spoke to the Kiwanis Club of Redlands on European libraries,

addressed the Argonaut Breakfast Club of San Bernardino on the current war, took part in several discussions held by the college and university section of the California Library Association and the annual convention in Long Beach in April, 1940. He attended three meetings of the college and reference section of the California Library Association and organized a visit of the historians of Southern California to the Los Angeles County Law Library. He attended several meetings of the History Guild of professors of history of this part of the state.

Early in the fall term the Librarian gave close attention to the discipline problem in this library, and, with the cooperation of staff, administration, and the student council, was afterward able to recognize that a change for the better had taken place. The building could be made less noisy by proper treatment of the walls, but the pivotal factor is always the attitude of the student users themselves. When they want a quiet place to read, they have it in their power to effect the change. They have already given evidence that they prefer it as a quiet place for study. The student judicial committee will hereafter impose appropriate penalties on non-cooperative students. No offenders were cited to appear before the court during the present year.

A library placement test was given in September, 1939, to the entering class. This was an innovation at Redlands. A variation in knowledge of the library was disclosed by this test, but the study of the data yielded by the test has not been concluded, other duties having supervened. Library orientation tours were also given to all entering students and to transfer students at that time.

The furniture and shelving in the work room have been entirely relocated, with reference to the principle of function performed, and some gains in efficiency and ease of utility have thereby resulted. The tables in the south basement room have been relocated with reference to the source of lighting, and students report increased satisfaction in the new arrangement.

The library vault has been cleaned and is now arranged on a rational plan. A small closet, formerly housing an electrical mechanism, has been taken over as an auxiliary storage space.

Dormitory libraries do not now exist at Redlands, and there is no early prospect of establishing them. Experience in other institutions has shown, however, that they are a powerful stimulus to free reading, when the books are well selected, up-to date, and frequently replaced. Here is a field for the generosity of some friend of the University who may wish to enrich student life.

For the first time in the history of the library, the authorities of the summer session have recognized that that agency of the University has an obligation to contribute to the upkeep of the library, for books and equipment. This year the contribution will amount to three hundred dollars.

A Closed Case was instituted during the year for the purpose of protecting materials not rare enough to put into the vault, but too choice or too desirable to be left on open shelves in the stacks.

To assist Dr. Wilcox in his work of guidance, a quantity of books on vocational education and guidance have been deposited in his office. These were charged out from the library to Dr. Wilcox, who circulates these books as he sees fit, at the time when the opportunity occurs. This is a most desirable arrangement, and must lead to the more effective use of this special type of material.

The Librarian reports with satisfaction that his fellow colleagues of the faculty have welcomed his coming, and have done him honor in electing him to membership on several faculty committees. He takes pleasure in his membership in the history department, in which he teaches one graduate course. In one way or another, therefore, the gap between the faculty and the library is being lessened, but sooner or later, this gap should be eliminated. The library teaches, and teaches every day, but in a different manner. The only justification for its existence is that it is an educational agency, with skills, methods, and trained personnel that are just as desirable as any other form of educational functioning.

The Librarian takes this opportunity to express his admiration for the manner in which Miss Hile, his immediate predecessor and present assistant librarian, had the basic administrative problems solved or outlined before he came upon the scene. Because of her valiant efforts and energetic activity, he enjoyed the initial advantage of knowing that he walked upon firm ground and not upon a quagmire. He desired to record, too, that he has every day enjoyed the warmest and most complete cooperation in conducting the work of the institution in his charge. This has made his daily duty a source of continuous pleasure to him.

Finally, the Librarian takes this opportunity to observe that library work on the collegiate level in a liberal arts institution affords a pleasant field for educational activity. The friendships formed with fellow members of the faculty, the stimulating contacts with the dynamic leadership of the administration, and the situation of taking part in a going concern the object of which is the training of the youth of this part of the country, combine to make this professional work a sphere of experience that is extremely rewarding.

May 18, 1940

Fulmer Mood, Librarian

Personnel
(as of April 30, 1940)

Dr. Tulmer Mood, Librarian
Miss Esther Hile, Assistant Librarian
Mrs. Mary Ellis Klausner, Cataloger ad interim
Miss Dorothy Johnson, Executive Assistant to the Librarian

STUDENT HELPERS

On University Budget		On N.Y.A. Grant
Alvarez, Richard	Peters, Dora	Arthur, Barbara
Browning, Dora May	Radeleff, Geraldine	Ashmun, Elaine
Caldwell, Virginia	Ramseyer, Hilda	Gray, Gladys
Carter, Alice	Shaw, Mary	Haddock, Winifred
Densmore, Donald	Simpson, Dorothy	Hoffman, Elbert
Dostal, Dorothy	Steuart, Marie	Lightfoot, Mary
Ford, Herbert	Stevens, Margery	McCristy, Tomie Sue
George, Alice	Stowe, Helen	Marchel, Harold
Harbour, Donald	Thomas, Wanetta	Smith, Evelyn
Henry, Margaret	Weaver, Ellen	Vaughan, Ruby
Houston, Bernice	Wells, Ruth	Wallis, Charles
McKinley, Neal	White, Barbara	
Mesker, Roy	Wohlheter, Walter	

LIBRARY BUDGET

	1939-40	1940-41 (Proposed)
Books	$3145.00	$ 4500.00
Periodicals and Binding	2500.00	2500.00
Student Help	3000.00	3000.00
Printing and Supplies	525.00	625.00
Equipment	430.00	532.50
Travel		50.00
Totals	$9600.00	$11,207.50

Library Budget
July 1, 1939 - June 30, 1940

Department	Percent of department book budget	
I. Physical sciences:		
Astronomy	1.00	
Chemistry	3.86	
Engineering (see Physics)		
Geology	2.18	
Mathematics	1.50	
Physics and engineering	3.28	
Physical Science Survey	1.51	
Total		13.33
II. Biological sciences:		
Biology	2.00	
Botany	3.34	
Physical education	1.60	
Psychology	2.86	
Zoology	3.39	
Total		13.19
III. Social Sciences:		
Economics and business administration	9.61	
Education	7.83	
History	9.83	
Political science	5.38	
Sociology	5.23	
Total		37.88
IV. Humanities:		
Literature		
English	8.00	
French	2.36	
German	2.36	
Greek and Latin	1.94	
Spanish	2.36	
Philosophy	3.00	
Religion (Bible and Religious Education)	5.00	
Speech	2.58	
Total		27.60
V. Fine Arts:		
Art	4.00	
Music	4.00	
Total		8.00
GRAND TOTAL		100.00

CIRCULATION
May 1, 1939 - April 30, 1940

Kind of book	000	100	200	300	400	500	600	700	800	900	B	Total
14 day	222	1587	1553	4208	240	1106	578	1413	6842	3126	349	21224
7 day	13	93	262	221	55	23	170	136	614	155	9	1751
Reserve	39	134	327	2511	69	480	140	508	426	1040	46	5720
Totals	274	1814	2142	6940	364	1609	888	2057	7882	4321	404	28695
WINTER SESSION												
14 day	187	1514	1441	3810	227	1015	552	1236	6157	2749	334	19222
7 day	11	90	238	211	45	20	168	72	585	152	8	1600
Reserve	34	127	297	2005	61	475	134	457	394	978	45	5007
Totals	232	1731	1976	6026	333	1510	854	1765	7136	3879	387	25829
SUMMER SCHOOL CIRCULATION												
14 day	21	57	50	327	7	70	20	117	585	308	13	1575
7 day	1		8	3	8	3		64	21		1	109
Reserve	5	4	30	463	6	5	5	41	22	49		630
Totals	27	61	88	793	21	78	25	222	628	357	14	2314
VACATION PERIODS (Summer, Christmas, Spring)												
14 day	14	16	62	71	6	21	6	60	100	69	2	427
7 day	1	3	16	7	2		2		8	3		42
Reserves		3		43	2		1	10	10	13	1	83
Totals	15	22	78	121	10	21	9	70	118	85	3	552

These figures do not include loans made for use within the library, which, in the nature of the case, are difficult, when not impossible, to come by.

CIRCULATION
May 1, 1970 - April 30, 1971

Area of Use	000	100	200	300	400	500	600	700	800	900	Z	Total
[illegible]	[illegible]	1,407	1,563	486	340	1,105	876	1,482	946	401	000	8,606
[illegible]	—	—	98	382	821	56	27	170	144	314	165	0	1,781
Subtotal	[illegible]	1,414	1,477	2,413	1,161	1,161	1,103	1,652	1,090	1,715	165	[illegible]	[illegible]
Grand Total	194	1,014	2,142	4,540	764	1,055	986	2,077	1,946	4,021	44	[illegible]

[illegible]

[illegible]	[illegible]	1,441	1,410	229	1,015	642	1,147	1,056	2,440	174	1,601
[illegible]	0	99	244	171	46	30	189	72	146	1,6	—	[illegible]
Subtotal	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Grand Total	[illegible]	1,541	1,654	4,620	744	1,010	814	1,005	2,116	4,096	280	[illegible]

[illegible]

[illegible]	[illegible]	[illegible]	50	187	7	40	20	117	140	306	14	1,470
[illegible]	0	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	1	[illegible]
Subtotal	[illegible]	1	37	187	6	2	5	41	20	1	—	[illegible]
Total	[illegible]	[illegible]	88	374	21	44	25	200	486	307	14	[illegible]

[illegible]

(Summer, Christmas, Spring)

[illegible]	[illegible]	[illegible]	82	71	6	21	2	17	12	46	2	180
[illegible]	[illegible]	1	15	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	1	[illegible]
Subtotal	[illegible]	1	[illegible]	94	8	—	1	15	12	1	1	[illegible]
Grand Total	[illegible]	[illegible]	[illegible]	221	32	21	1	72	132	[illegible]	[illegible]	[illegible]

Usual Figures: do not include items made for use within the Library, which, in the ABSENCE of the case, are difficult, when not impossible, to come by.

AVERAGE DAILY CIRCULATION

	Winter	Summer	Vacation
14 day	81.10	45.	5.21
7 day	6.75	3.11	.51
Reserve	21.13	18.	1.01
Total	108.98	66.11	6.73

The divisions of the year, as given above, include the following number of days:

Winter session	243 days (Statistics not kept on six days)
Summer session	35 days
*Vacation periods	82 days
Holidays	6 days
	366 days

*This period includes the following times when the library was closed: Sundays during the summer session, Saturdays and Sundays during vacation periods, and days when the library was closed for cleaning.

INTER-LIBRARY LOANS

Arizona State Teachers College - Tempe	1
California State Library	6
California. University	3
California. University at Los Angeles	8
Illinois. University	1
Los Angeles Public Library	4
Missouri. University	2
Municipal Reference Library, Los Angeles	5
Stanford University	1
University of Chicago	1
University of Southern California	4
Total	36

THE CATALOG DEPARTMENT
Report for the year May 1, 1939 to
April 30, 1940.

The work of the Catalog department has been carried on this year under the supervision of several people. Miss Hazel Rea was the Cataloger until September 1, 1939, and was followed by Miss Jean Cook, who was in charge until October 22, 1939. Since that time the present Cataloger has been acting in a temporary capacity at the head of the department. Such frequent changes of personnel are obviously a deterrent to the efficient administration of the department, since each new cataloger necessarily requires some time of adjustment to routine and policies of classification. It is to be hoped that the person secured for the position of cataloger will be permanent in a very real sense, in order that these constant interruptions may cease.

There have been 4623 books cataloged by the department during the period from May 1, 1939 to April 30, 1940. Of these, 2348 were recent accessions, and 2275 were recataloged items.

The problem of recataloging is possibly the most urgent one confronting us at the present time. It will be a tremendous task, but one upon which rests the entire future integrity of our public catalog. At present, the catalog is in no sense a guide to our holdings, since until about ten years ago there was apparently no effort put forth to make it so. We have made a start in these last few years toward the correction of these many errors in past cataloging, and are proceeding as fast as our other duties will permit.

In addition to the classification and cataloging of each new book and the recataloging of old ones, the Cataloger has personally supervised each process through which the books must go before they are ready for use. She has also been in charge of the filing of cards, and has personally revised the filing of each card placed in our card indexes during her period of service.

It is also a detriment to the cataloging efficiency that, because of the small number of trained people on our staff, it is necessary for the Cataloger to take time from her work to aid in the circulation and reference work. One evening each week and many weekends have been regularly spent in circulation and reference work.

Mary E. Klausner
Interim Cataloger

THE CIRCULATION AND REFERENCE DEPARTMENTS
Report for the Year
May 1, 1939 to April 30, 1940

Circulation Report

The circulation department was under the supervision of Miss Jean Cook until August 30, 1939, when it was taken over by the present librarian. There have been from twelve to fifteen student assistants working during the year. Their duties consist of desk work, sending overdue notices, recording fines, shelving books and periodicals, checking government documents and periodicals, entering circulation statistics, and stenographic work. The supervision of these students is no small task. We have been fortunate in having a more mature student, Miss Hilda Ramseyer, who has had several years of library experience. She has had charge of the desk workers, and answered reference questions during the last two hours of the day preceding the dinner hour, and on Friday evenings. This has relieved the trained staff members at such times, making it possible for them to work when the library load is heaviest. There are other periods which could be covered to advantage by a mature student with library training or acceptable library experience.

The first semester was very difficult. An entirely new staff of desk workers and shelvers had to be trained. The transfer of the men to University Hall made a special library problem, as the men considered the library a social meeting place. With the cooperation of the Student Council there has been a decided change in attitude.

All books put on reserve are handled by the circulation department. This year there has been more inclination on the part of the faculty to place at the desk those books to be used by the entire class. The limited space at the desk has been a deterrent. This last summer the desk was enlarged, and more space within the enclosure is available for shelving. It is hoped that this added shelving may be installed before the autumn semester.

A survey was again made of the attendance in the library during a period of eleven weeks in the fall semester, and of the evenings and week ends for ten weeks during the second semester. These statistics are of value in determining the peak periods in the library.

Statistics of circulation accompany this report. (See appended sheets number 4 and 5)

Reference Report

The reference department, which offers the opportunity for teaching with books, has always been a much neglected work in this library, due to inadequate staff. It was impossible to do very much during the first semester, but there has been a definite attempt to aid the students this semester. It is the aim of the staff to show students how to find material, rather than to

find it for them. This takes more time, but the long-term results are much more satisfactory. Some progress can be made at present, but not much until there is a larger staff. At present the loan work must of necessity receive the major portion of the time of the librarian in charge.

The picture file which includes some 175 copies of paintings was assembled this past summer. This is a very important addition to the materials for the art survey course. The pamphlets for the information file are cared for by this department.

This year the care of the government documents which included their classification and cataloging has been continued by me, which means they were transferred from the catalog department to the reference. These documents involve considerable time for their care.

Conclusions

There is much to be desired in our service to the public. The present reserve system should be abolished, and a system of closed reserves inaugurated. More emphasis should be placed upon the teaching function of the library. Both measures involve additional staff, both student and professional.

Respectfully submitted,

_____

Esther Hile
Assistant Librarian

CLASSIFICATION AND CATALOGING
May 1, 1939 - April 30, 1940

BOOKS CLASSIFIED AND CATALOGED:

Miscellaneous gifts and purchases	2348		
Government documents	450		
Total		2798	
Books recataloged		2275	
Total			5073

NUMBER OF BOOKS ADDED IN EACH CLASS:

Class Number	Name of class	Government Documents	General	Total
000	General works: Encyclopedias, yearbooks, journalism, etc.	38	82	120
100	Philosophy, psychology, ethics.	3	128	131
200	Religion, Bible, etc.		157	157
300	Sociology, economics, education, etc.	245	668	913
400	Philology.		25	25
500	Sciences: Physics, chemistry, biology, mathematics, etc.	44	200	244
600	Useful arts.	99	125	224
700	Fine arts.	3	228	231
800	Literature: American, English, French, German, Spanish, etc.		399	399
900	History, travel, biography, etc.	18	336	354
	Total added 1939-40	450	2348	2798

ACCESSIONS 1939 - 1940

BOOKS

Volumes accessioned April 30, 1939		57125		
Volumes added by gifts	312			
Volumes added by purchase	1478			
Periodicals added by binding	481			
Government documents accessioned	381			
Volumes added as continuations	54			
Old books on hand	69			
Total number added		2775		
Total number accessioned April 30, 1940			59900	
Total number withdrawn April 30, 1940			4319	
Total number on hand				55581

PAMPHLETS

Number of pamphlets on hand April 30, 1939		23324		
Number of pamphlets added:				
Government documents	1681			
Information file	322			
Miscellaneous classified	340			
Total added 1939-40		2343		
Total			25667	
Number of pamphlets withdrawn 1939-40			301	
Total on hand April 30, 1940				25366

VOLUMES ADDED TO THE LIBRARY

EACH YEAR

Year	Number
1910-1911	1680
1911-1912	0
1912-1913	482
1913-1914	203
1914-1915	591
1915-1916	502
1916-1917	261
1917-1918	371
1918-1919	309
1919-1920	508
1920-1921	1344
1921-1922	871
1922-1923	1254
1923-1924	2025
1924-1925	1670
Moved into new building February, 1926.	
1925-1926	2320
1926-1927	3076
1927-1928	3912
1928-1929	3509
1929-1930	3919
1930-1931	4503
1931-1932	3053
1932-1933	4687
1933-1934	2536
1934-1935	2014
1935-1936	2782
1936-1937	2384
1937-1938	2331
1938-1939	4028
1939-1940	2775
Total	59900

GIFTS

From friends of the University

Note: In addition to gifts from individuals we have received a great many publications from Corporations, societies, etc. in the form of annual reports and yearbooks.

Name	No. of books
Admissions office, U. of R.	1
Albert, Dr. Orrin	13
Amer. Baptist For. Mission Soc.	23
Amer. College Personnel Assoc.	1
Amer. Hospital Association	1
American Jewish Committee	2
American Petroleum Institute	1
American Red Cross	1
Art Survey Course, Spring 1940	3
Assoc. for Research in Human Heredity, Inc.	2
Augustana Historical Society	1
Bancroft Library, Berkeley	4
Beattie, Mr. and Mrs. G.W.	45
Bender, Albert	7
Board of Tourist Industries, Japanese Government Railways	4
Bradshaw, F.J.	79
Chilean Nitrate Educ. Bureau, Inc.	1
Citrograph Printing Co.	1
Claremont Colleges Library	3
Cleland, Robert G. (Occidental C.)	1
Consumer's Information Service	1
Clements, Mr. and Mrs. Colin	2
Country Life Press	1
Cranston, Dr. Earl	1
Dept. of State, Washington, D.C.	4
Donaghey, Mrs. G.W.	1
Esterly, Mrs. Ruth	1
Folkins, Dr. F.H.	274
Freeman, Miss Dorothy	2
Frost Memorial Fund	2
Gamewell, Mrs. F.G.	4
German Library of Information	1
Getchell, Mrs. Jessie	1
Grant, Elihu	1
Harper and Brothers, Publishers	1
Harvard College Library	1
Haynes Foundation	2
Hill, Edith A.	2
Human Betterment Foundation	1
Huntington Library	1
Institute de Investigaciones Estadisticas	1
Leighton, Mary	1
Los Angeles, Southwest Museum	1
McDonald Observatory, Univ. of Texas	1
MacNair, Dr. H.F., University of Chicago	3
Metropolitan Water District of Southern California	1
Mitchell, Lester E.	38
Mood, Dr. Fulmer	1
Moore, Caroline	1
National Fraternal Congress of America	1
Nelson, Dr. L.E.	3
Nichols, Prof. E.R.	1
Nuveen, Mr. and Mrs. John	1
Page, Kirby	6
Pennsylvania State Commission	1
Phelps-Stokes Fund	1
Powell, Lawrence Clark	1
Raymer, Dr. Robert G.	10
Smith, Helen Raymond	1
Southern California, Univ. of	9
Swedenborg, Scientific Asso.	2
Thacker School	1
Tilton, Prof. H.C.	54
Union Pacific Railroad	1
Utz, Mr. Fred	1
Wedberg, Conrad	1
Widney, Joseph P.	10
Winchester, Miss Margaret	1
William Wise and Co.	1
W.P.A., Pennsylvania Historical Records Survey	1
Wrangel, Kurt	2

GIFTS

From friends of the University

Note: In addition to gifts from individuals we have received a great many publications from Corporations, societies, etc. in the form of annual reports and yearbooks.

Name	No. of books
Admiralty office, U. of E.	1
Albert, Dr. Orrin	13
Amer. Baptist For. Mission Soc.	23
Amer. College Personnel Assoc.	1
Amer. Hospital Association	1
American Jewish Committee	2
American Petroleum Institute	1
American Red Cross	1
Art Survey Course, Spring 1940	3
Assoc. for Research in Human Heredity, Inc.	2
Augustana Historical Society	1
Bancroft Library, Berkeley	4
Beattie, Mr. and Mrs. G.W.	45
Bender, Albert	7
Board of Tourist Industries, Japanese Government Railways	4
Bradshaw, K.L.	72
Chilean Nitrate Educ. Bureau, Inc.	1
Citizen Printing Co.	1
Clarement College Library	3
Cleland, Robert G. (Occidental C.)	1
Consumer's Information Service	1
Clements, Mr. and Mrs. Colin	2
Country Life Press	1
Cranston, Dr. Earl	1
Dept. of State, Washington, D.C.	4
Donaldson, Mrs. G.W.	1
Esterly, Mrs. Ruth	1
Follins, Dr. F.H.	274
Freeman, Miss Dorothy	2
Frost Memorial Fund	2
Gamewell, Mrs. K.C.	4
German Library of Information	1
Getchell, Mrs. Jessie	1
Grant, Milton	1
Harper and Brothers, Publishers	1
Harvard College Library	1
Hayden Foundation	2
Hill, Edith A.	2
Human Betterment Foundation	1
Huntington Library	1
Institute de Investigaciones Estadisticas	1
Leighton, Mary	1
Los Angeles, Southwest Museum	1
McDonald Observatory, Univ. of Texas	1
MacNair, Dr. H.F., University of Chicago	3
Metropolitan Water District of Southern California	1
Mitchell, Lester K.	24
Mood, Dr. Fulmer	1
Moore, Carolina	1
National Preternal Congress of America	1
Nelson, Dr. L.E.	2
Nicholls, Prof. E.E.	1
Nuvoon, Mr. and Mrs. John	1
Page, Kirby	3
Pennsylvania State Commission	1
Phelps-Stokes Fund	1
Powell, Lawrence Clark	1
Rayner, Dr. Robert G.	10
Smith, Helen Raymond	1
Southern California, Univ. of	9
Swedenborg, Scientific Asso.	2
Thacker School	1
Tullos, Prof. H.C.	54
Union Pacific Railroad	1
Ure, Mr. Fred	1
Wadberg, Conrad	1
Wadney, Joseph E.	10
Winchester, Miss Margaret	1
Wilkins Wise and Co.	1
W.P.A., Pennsylvania Historical Records Survey	1
Wrangel, Kurt	2

GOVERNMENT DOCUMENTS
May 1, 1939 - April 30, 1940

The following report indicates the total number of federal and state documents now available for use. All document series now available have been entered in a permanent record from which one can readily determine the documents in the library. These documents have cards in the catalog and shelf list.

BOOKS AVAILABLE

Federal documents on hand April 30, 1939	4226		
Federal documents cataloged 1939-40	356		
Total on hand April 30, 1940		4582	
State documents on hand April 30, 1939	308		
State documents cataloged 1939-40	94		
	402		
State documents withdrawn 1939-40	15		
		387	
Total federal and state books on hand			4969

PHAMPLETS AVAILABLE

Federal documents on hand April 30, 1939	13603		
Federal documents cataloged 1939-40	1634		
	15237		
Federal documents withdrawn 1939-40	210		
Total on hand April 30, 1940		15027	
State documents on hand April 30, 1939	1992		
State documents cataloged 1939-40	50		
Total on hand April 30, 1940		2042	
Total federal and state pamphlets on hand			17069
TOTAL FEDERAL AND STATE DOCUMENTS ON HAND, April 30, 1940			22038

DOCUMENTS BY CLASSES ON HAND
April 30, 1940

Class Number	FEDERAL DOCUMENTS Books	FEDERAL DOCUMENTS Pamphlets	STATE DOCUMENTS Books	STATE DOCUMENTS Pamphlets	TOTAL DOCUMENTS Books	TOTAL DOCUMENTS Pamphlets	GRAND TOTAL
000	155	839			155	839	994
100	12	1			12	1	13
200	2				2		2
300	2549	7194	221	151	2770	7345	10115
400	2				2		2
500	1023	958	38	179	1061	1137	2198
600	417	5797	107	1709	524	7506	8030
700	18	124			18	124	142
800			4		4		4
900	404	114	17	3	421	117	538
Total	4582	15027	387	2042	4969	17069	22038

GOVERNMENT DOCUMENTS
May 1, 1939 - April 30, 1940

The following report indicates the total number of federal and state documents now available for use. All document series now available have been entered in a permanent record from which one can readily determine the documents in the library. These documents have cards in the catalog and shelf lists.

BOOKS AVAILABLE

Federal documents on hand April 30, 1939	[illegible]
Federal documents catalogued 1939-40	356
Total on hand April 30, 1940	[illegible]
State documents on hand April 30, 1939	304
State documents catalogued 1939-40	94
	[illegible]
State documents withdrawn 1939-40	18
	387
Total Federal and state books on hand	[illegible]

PAMPHLETS AVAILABLE

Federal documents on hand April 30, 1939	13[illegible]
Federal documents catalogued 1939-40	1334
	15[illegible]
Federal documents withdrawn 1939-40	210
Total on hand April 30, 1940	15[illegible]
State documents on hand April 30, 1939	1202
State documents catalogued 1939-40	20
Total on hand April 30, 1940	[illegible]
Total Federal and state pamphlets on hand	[illegible]
TOTAL FEDERAL AND STATE DOCUMENTS ON HAND, April 30, 1940	[illegible]

DISTRIBUTION BY CLASSES ON HAND
April 30, 1940

Class Number	FEDERAL DOCUMENTS Books	FEDERAL DOCUMENTS Pamphlets	STATE DOCUMENTS Books	STATE DOCUMENTS Pamphlets	TOTAL DOCUMENTS Books	TOTAL DOCUMENTS Pamphlets	GRAND TOTAL
000	155	830			155	830	984
100	12	1			12	1	13
200	2				2		2
300	3649	7194	221	1217	3870	7948	10818
400	2				2		2
500	1023	958	29	104	1052	1062	2138
600	417	2707	1[illegible]	[illegible]	[illegible]	7[illegible]	8[illegible]
700	18	134			18	134	1[illegible]
800			4		4		4
900	44	134	17	3	61	137	[illegible]
Total	4282	12027	387	2[illegible]	4[illegible]	1[illegible]	[illegible]